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# CKSS

# SCHOOL COUNCIL

## *Guiding Principles*

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## *Guiding Principles*

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# CKSS SCHOOL COUNCIL

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### ROLES AND RESPONSIBILITIES

CKSS School Council (herein known as “the Council”) acts as an advisory body. The principal solicits the views of the Council, and the Council will provide input to the school principal, and where appropriate, to the Lambton Kent District School Board on any responsibilities listed below that the Council has identified as priorities.

Responsibilities may include...

Providing input into:

- Scheduling significant school events.
- Curriculum, Ministry and Board policies, and program goals and priorities.
- The school’s achievement in provincial (EQAO) assessments to support and improve programs delivered in the school.
- The school’s budget priorities including the local capital improvement plan, for consideration during the Board's annual budget review.
- School-based services and community partnerships related to social, health, recreational and nutritional programs.
- Any other topic agreed to by the Council that is important to the school community.
- The school code of student behaviour and CKSS Handbook by reviewing and suggesting revisions.

Assisting in:

- Developing school-community communication strategies.
- The preparation and review of the School Profile and the overall growth plan for the school.



Artwork contribution by Grade 12 student, Ava Grenier, 2024

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### Supporting:

- Extra-curricular activities in the school.
- Community use of school facilities and be aware of current Board policy and regulations.

### Organizing:

- Information and training sessions to enable members of the Council to develop their skills as Council members.
- Fundraising events for the benefit of students, provided such fund-raising activities are conducted in accordance with Board policies and regulations. The principal is responsible for all fund-raising activities involving the school.
- Communicating, as required, with parents and other members of the community to seek their views and preferences about matters being addressed by the Council, and to report on the activities of the Council to the school community.
- Promoting the best interests of the school community.
- Reporting to parents and the community.
- Maintaining minutes of meetings, and financial records, for a period of at least 4 years.
- Submitting, at the end of its term, a written Annual Report to the principal, and to the Director of Education outlining its goals, activities, and achievements. If the Council engages in fundraising activities, the annual report shall include a report on those activities.

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### MEMBERSHIP

Parents/guardians shall form the majority of the Council. It is expected that the membership of the Council will reflect the diversity of the school community. In defining a school community, considerations may include such aspects as geography, language, cultural, ethnic, economic, business, demographics, seniors, or school boundaries. All members on the Council are equal partners.

The membership of Council shall be appointed or elected, as appropriate, from all parents/guardians of students in the school, the school principal, students, teaching and support staff, plus appointed community members.

Membership of the Council, where possible shall include:

- 6 to 15 parents/guardians of students enrolled in the school.
- 1 community representative.
- 1 to 3 students appointed by the Student Council.
- 1 to 4 teachers on a rotating basis (other than the principal or vice-principal) assigned to the school.
- 1 non-teaching employee assigned to the school; and
- the school principal.

The total membership of Council shall be at least 10 (unless in extenuating circumstances).

Membership on the Council shall be determined as follows:

- Parents/guardians shall be nominated /elected by parents and guardians of students enrolled in the school.
- The school principal shall be a designated non-voting member.



Artwork contribution by Grade 10 student, Raychel Ivens, 2024

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### CODE OF ETHICS

**A member shall:**

- Consider the best interests of all students.
- Be guided by the school's and the school board's vision and mission statements.
- Act within the limits of the roles and responsibilities of a school council, as identified by the school's operating guidelines, the school board, and the Ontario Ministry of Education.
- Become familiar with the school's policies and operating practices and act in accordance with them.
- Maintain the highest standards of integrity. A member shall recognize and respect the personal integrity of each member of the school community.
- Treat all other members with respect and allow for diverse opinions to be shared without interruption.
- Encourage a positive environment in which individual contributions are encouraged and valued.
- Acknowledge democratic principles and accept the consensus of the council.
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council.
- Not disclose confidential information. A member shall limit discussions at school council meetings to matters of concern to the school community.
- Use established communication channels when questions or concerns arise. A member shall promote high standards of ethical practice within the school community.
- Declare any conflict of interest. A member shall not accept any payment or benefit financially through school council involvement.

**Source:** Adapted from the bylaws of the Port Arthur Collegiate Institute School Council, Lakehead Board of Education, Thunder Bay, Ontario. REF: [School Councils: A Guide for Members](#)

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### REFERENCES

Lambton Kent District School Board Regulation No: R-AD-102-18 Subject School Councils

- [Policy](#)
- [Regulation](#)

[School Councils - A Guide for Members](#) 2001 Revised 2002