Communauté Jaguar
School Council

School Council Operational Guidelines

School councils represent a very real opportunity for establishing community relationships and for creating a broadened consensus around the purpose of public education and around student learning as the key focus of schools. School councils are advisory bodies. The advice should be based on the general views of the school community, and the best interests of all the students in the school. The School Council is accountable to the school community it represents.

Priority Areas of Advisory Responsibility

- The school code of student behaviour
- School Dress Code
- Curriculum and program goals and priorities and the School Improvement Plan
- Safe school issues and/or strategies
- School budget
- The responses of the school or school board to achievement in provincial and board assessment programs
- School-community communication strategies revision of school profile and/or website
- Principal profile
- Methods of reporting to parents and the community
- Extracurricular activities in the school (sports, clubs, etc.)
- School-based services and community partnerships related to social health, recreational and nutritional programs
- Development, implementation, and review of board policies at the local level
- Community use of school facilities
- School accommodation (closures, additions, student enrollment, etc.)
- Healthy Schools and student nutrition

In addition to its advisory responsibilities the school council shall:

- Establish and review annually the councils goals, priorities, and procedures

Jeanne Sauvé School Council (JSSC)
Constitution & By-laws

Modified from last version approved: January 2010
Date Approved: May 17, 2016

Official Name: Jeanne Sauvé French Immersion Public School
(Hereafter referred to as Jeanne Sauvé)

JSSC: means the School Council of Jeanne Sauvé in London, Ontario.
TVDSB: means The Thames Valley District School Board.
The Ministry: means The Ministry of Education for Ontario
School Community: means the students, educators, parents/guardians, and staff at Jeanne Sauvé as well as all community members – people, who live nearby, do business or have other connections within the school.

1. Mission

The JSSC shall provide an opportunity for parents, educators, students and the community to actively participate in the improvement of learning and the learning environment at Jeanne Sauvé in an inclusive and supportive manner, with a primary focus on the education of students attending Jeanne Sauvé and their affiliated educational projects and centers.

2. Mandate

The JSSC must operate within the Education Act and may make recommendations to the principal, to the TVDSB, on *any matter*, in accordance with Regulation 612/00 of the Ontario Education Act.
JSSC members shall maintain a general view and school -wide focus on all issues with consideration for the best interests of all students and staff in the school.

3. Objectives "Why are we together"

- **3.1.** To enhance the accountability of the education system.
- **3.2.** To promote and develop strategies for parental involvement in the education of their children.
- **3.3.** To prove effective communication between the home, school board and the community in promoting the educational activities at Jeanne Sauvé.
- **3.4.** To provide an open forum for suggestions and discussion of issues and concerns related to the school, school community and school board.
- **3.5.** To support the students, faculty, administrators, families and members of our school community in a manner that promotes the qualities of equality, diversity, acceptance, tolerance, citizenship, community spirit and fun/camaraderie.

4. Membership

The composition of the JSSC will be flexible so that it can reflect the community and its school population.

The following shall be members of the School Council, elected, acclaimed, or appointed, in accordance with Regulation 612/00, TVDSB Policy No. 3008, and the JSSC By-laws.

- No less than seven parents/guardians of pupils enrolled at Jeanne Sauvé School. Parents/guardians shall hold the majority on the Council.
    - A person is qualified to be a parent member of a school council if he or she is a parent of a pupil who is enrolled in the school, unless he or she is employed at the school.
    - If he or she is not employed at the school but is employed elsewhere by TVDSB he or she will take reasonable steps to inform people qualified to vote in the election of parent members of that employment. (Declare conflict of interest).
- The School Principal
- One teacher other than the principal or vice-principal.
- One non-teaching staff.
- One or more community representative(s) with no pupils at the school.
- One person appointed by the Home and School Association.
- One or more student(s) representative from grade seven or grade eight enrolled at Jeanne Sauvé, at the principal's discretion in consultation with the Intermediate Division teachers, whose primary roles are to offer perspective, participate, and provide feedback on behalf of the student body.

Note: Should a situation exist where there are not sufficient candidates to fill the vacancies, the council will continue to operate and will attempt to find an individual(s) who will agree to an appointment.

5. Meetings

5.1 The JSSC shall have a minimum of four meetings a year and others as required.

5.2 A quorum shall consist of a majority of the current members of the council with the parent members being in majority.

5.3 All meetings are open to the public and shall be held in a public place, such as but not limited to, the Jeanne Sauvé Library.

5.4 The JSSC shall meet within the first 30 days of the school year, on a date fixed by the principal in consultation with the incumbent co-chairs/chair.

5.5 The principal shall, on behalf of the JSSC give written notice of the date, time and location to all enrolled school families:

- Giving notice in the school newsletter.
- Posting notice in the school, at an accessible location.
- Publishing information on the school website

- Transmitting information electronically as able (email)

5.6 Minutes shall be taken at all council meetings. The minutes shall be kept in the JSSC binder, stored in paper or electronic format in an accessible location, and will be kept for a minimum of four years.

5.7 In the recommendation/decision making process, JSSC will follow Robert's Rules of Order. Every member is given one vote with the exception of the following individuals: principal, staff, student representative, and the meeting chair. These individuals will not count in quorum and will abstain.

5.8 If a parent member misses three meetings, voting privileges will be removed but is still welcome to attend.

6. Election of Parent Representatives

Shall be held during the first 30 days of the school year, on a date that is fixed by the incumbent co-chairs/chair in consultation with school principal. All nominations for Parent Representatives will be accepted by the principal up until and including the first meeting of the school year. As per the Education Act (Ontario regulation 612/00) parents shall be given no less than 14 days notice of election and opportunity to be nominated as Parent Representative. All nominations from parents willing to serve and fulfill the duties of a Parent Representative shall be accepted and the size of the JSSC for the current school year will be determined upon the election/acclamation of Parent Representatives.

7. Term of Office

The term of office shall be one year. The term begins at the first meeting of the school year and ends at the first meeting of the next school year (i.e. September – September). A member may be re-elected, re-acclaimed, or re-appointed.

8. Officers and Duties

JSSC Parent Members shall form the majority by election or acclamation. JSSC Members shall:

- Attend council meeting regularly and fulfill duties.
- Observe the JSSC By-Laws.
- Participate in council meetings.
- Participate in information and training programs, when these are available.
- Maintain a school-wide perspective on issues.
- Act as a link between the school council and the community.
- Encourage the participation of parents and community members.
- Solicit the views of other parents and members of the community to share with the school council.
- Sit on sub-committees of the JSSC as required.

If any member fails, on a regular basis, to attend school council meetings, the executive will determine with the individual member whether he or she is able or willing to continue to serve on the school council.

The JSSC shall elect two Co-Chairs or, if not possible, a Chair, and a Secretary at the first meeting of the year from the parent/ guardian members who are not employed at TVDSB.

The Council will recognize the position of Past Co-Chairs/Chair. The executive positions will be chosen every year during the first meeting. Intent to self-nominate or nominate a third person for an executive position, should be communicated to a member of the executive at any time leading up to and including the first meeting. School resources, both human and material, may not be used to support particular candidates or groups of candidates.

8.1 Duties Of The Executive

- The Executive is charged with the general management and supervision of the affairs and operations of the JSSC.
- It shall prepare and suggest such regulation changes necessary to the continuing successful operation of the organization.
- Major changes in rules and regulations require a minimum of one week's notification and majority membership approval at the next scheduled JSSC meeting.
- Any person in a position on the JSSC Executive may be discharged from the executive for any of the following reasons:
    - Failure to attend three consecutive JSSC meetings
    - Failure to meet the responsibilities of the position held
    - Consistent failure to fulfill the roles and responsibilities of a JSSC member.

8.2 Duties Of The Co-Chairs/Chair

The JSSC co-chairs/chair duties include (but are not limited to):

- Make telephone number and e-mail available.
- Establish and communicate with the principal a school council meeting schedule.
- Call school council meetings.
- Prepare the agenda (in partnership with principal).
- Chair the meetings.
- Ensure the minutes are recorded and kept at the school.
- Participate in information and training programs.
- Communicate with the principal on behalf of the council.
- Participate as ex-officio members of all committees established by the school council.
- Strive for diversity.
- Facilitate collaborative decision-making.
- Ensure that there is regular communication with the school community.

- Consult with the Thames Valley Parent Involvement Committee (TVPIC), superintendent, trustee, as appropriate.
- Prepare and submit to TVDSB by June 15 an annual report.

8.3 Duties Of Past Co-Chairs/Chair

- The past co-chairs/chair are not elected and can sit on the Executive for one year immediately after retiring as co-chairs/chair.
- The past co-chairs/chair will assist in orientating the new co-chairs/chair in their position, at their request.
- The past co-chairs/chair are eligible to seek re-election to other JSSC Executive positions.

8.4 Duties Of The Secretary

The Secretary shall:

- Keep minutes of all JSSC meetings.
- Send a copy of the minutes to the co-chairs/chair within the week following the meeting at which minutes were taken for approval. Minutes are to be included in the distribution of the meeting package.
- Upon approval, forward to school to post minutes of JSSC meetings on the Jeanne Sauvé website.

8.5 Duties Of The Principal

The Principal of the school shall:

- Support and promote the JSSC activities.
- Seek input from the JSSC in areas for which it has been assigned advisory responsibility.
- Act as a resource on laws, regulations, board policies and collective agreements.
- Shall assist the council in obtaining information relevant to the functions of the JSSC, including information relating to relevant legislation, regulations and policies.
- Communicate with the co-chairs/chair of the JSSC on a regular basis.
- Assist the JSSC in communicating with the school community.
- Encourage the participation of parents from all groups and of other people within the school community.
- In conjunction with the co-chairs/chair, report annually in June on the operation of the JSSC.
- Provide for the prompt distribution to each member of the school council of any materials received by the principal from the Ministry that are identified by the Ministry as being for distribution to the members of school councils.
- The principal of a school shall make the names of the members of the school council known to the parents of the pupils enrolled in the school, by publishing those names in a school newsletter and by posting them on the Jeanne Sauvé website, not later than 30 days following the election of parent members of the school council.

- Act in accordance to Ontario Regulation 298 (Operation of Schools — General) of the Education Act and Amendments.
- Consider recommendations made to the Principal by the JSSC and shall advise the JSSC of action taken in response to recommendations. Work with the JSSC on matters set out in Ontario Regulation 612/00, Sec. 19 (1)(2) and Ontario Regulation 298 Sec. 11 (12)-(20).

9. Vacancies

Vacancies for JSSC representatives before April 1st may be filled by an appropriate person until the end of the term. Appointments are made through a vote of the council members.

10. Sub Committees

10.1 The JSSC may establish committees to make recommendation to the council

10.2 Every committee of the school council shall include at least one parent member of the council

10.3 The committee of a school council may include persons who are not members of the council.

11. Conflict of Interest

A JSSC Member shall declare at the beginning of each meeting if the agenda presents a conflict of interest for that member. The co-chairs/chair and/ or principal will ensure any conflicts of interests are noted in the minutes.

12. Conflict Resolution

12.1 Every school council member will be given an opportunity to express his or her concern or opinion about the issue at dispute and how the dispute has affected him or her.

12.2 Speakers to an issue will maintain a calm and respectful tone at all times.

12.3 Speakers will be allowed to speak without interruption.

12.4 The co-chairs/chair's responsibility is to clarify the statements made by all speakers, to identify common ground among the points of view raised, and to set out the joint interests of all members.

12.5 If no common ground can be identified, the co-chairs/chair will seek to clarify preferences among all members before proceeding further.

12.6 If all attempts at resolving the conflict have been exhausted without success, the co-chairs/chair shall request the assistance of the TVPIC and/or of a superintendent or other senior administrator to facilitate a resolution to the conflict.

13. Annual Report
The JSSC shall prepare and submit a written annual report on its activities to the principal, the school board, and to the school families. Also to be posted on the Jeanne Sauvé website and filed in the School Council Binder.

14. Fundraising
As long as there is a Home and School Association at Jeanne Sauvé they shall remain responsible for all fundraising activities. The JSSC will collaborate with the Home and School Association in the planning for and administration of TVDSB and Ministry funds available to parent groups.