



Agincourt Collegiate Institute School Council

ACISC

ByLaws – March 11th 2026

ARTICLE 1 – NAME OF ORGANIZATION

1.1 ACI School Council

1.1.1 The name of the school council at Agincourt Collegiate Institute shall be the ACI School Council, hereinafter referred to as the ACISC.

ARTICLE 2 – PURPOSE

2.1 Ministry Mandate

2.1.1 The mandate of the ACISC is prescribed by the *Education Act*, Ontario Regulation 612/00 (*School Councils*), the TDSB Parent/Caregiver Engagement Policy (P023), and all applicable TDSB policies and procedures, including but not limited to:

1. P031 – Human Rights
2. P037 – Equity
3. P034 – Workplace Harassment Prevention
4. P051 – Caring and Safe Schools
5. PR585 – Board Code of Conduct
6. P023 – Parent/Caregiver Engagement

2.1.2 The ACISC acknowledges the inherent rights and self-determination of Indigenous Peoples and commits to dismantling colonial structures while honouring Indigenous knowledge, sovereignty, and community engagement.

2.1.3 The ACISC recognizes that members of the TDSB community may experience inequities and discrimination. In alignment with Human Rights and Equity policies, the Council shall foster an inclusive environment, identify and remove barriers, and ensure all parents/caregivers are welcomed, valued, and able to participate fully.

2.1.4 The ACISC shall work collaboratively with the school to combat Anti-Black Racism, Anti-Asian Racism, Islamophobia, and Anti-Semitism.

2.2 Objectives

2.2.1 In addition to its legislative mandate, the objectives of the ACISC shall be to:

1. Contribute to improved student achievement and school performance, and enhance accountability to parents/caregivers.
2. Provide a meaningful forum for discussion on matters of interest to students, parents/caregivers, staff, and the community.
3. Promote engagement and outreach to strengthen the school community.
4. Be responsive to the needs of students, parents/caregivers, staff, administration, and the broader community.
5. Support student well-being.
6. Foster digital education and literacy.

ARTICLE 3 – MEMBERSHIP

3.1 Members

3.1.1 Parent/caregiver members shall constitute a majority of the ACISC.

3.1.2 The ACISC shall consist of:

1. Sixteen (16) parents/caregivers of students enrolled at the school, elected to the ACISC, six (6) of whom shall form the Executive Team.
2. One (1) teacher employed at the school, elected by the teaching staff.
3. The Principal or their designate.

3.2 Eligibility

1. A parent/caregiver employed at the school shall not serve as a voting parent member.
2. A parent/caregiver employed elsewhere within the TDSB may serve as a voting member and/or Executive member (except a Chair/Co-Chair) but must disclose their employment status prior to election.
3. Prior to acceptance as a voting member, new parent/caregiver members must be approved by the existing ACISC.
 - a) Approval may be withheld only on grounds related to: - Eligibility criteria not being met (e.g., not a parent/caregiver of enrolled student) - Previous removal from this or another TDSB School Council for misconduct - Current restrictions or bans from school premises by the Principal - Conflicts of interest that cannot be managed
 - b) Approval may NOT be withheld based on: - Personal disagreements or personality conflicts - Political, religious, or cultural differences - Race, ethnicity, religion, gender, sexual orientation, disability, or other protected grounds under the Human Rights Code

- c) Any objection must be raised privately to the Chair/Co-Chairs and Principal, with specific grounds stated in writing.
 - d) The candidate has the right to be informed of objections and respond before any vote.
 - e) A two-thirds (2/3) majority vote is required to deny membership.
 - f) Denied candidates may appeal to the Principal and Superintendent.
4. Submission of contact information is mandatory. Members who fail to provide contact information shall not be permitted to vote.

3.3 Election Process

1. Elections shall be held within the first thirty-five (35) school days of the academic year, in accordance with Ontario Regulation 612/00.
2. The Principal, on behalf of the ACISC, shall provide written notice at least fourteen (14) days prior to the election, including the date, time, location, application forms, and a copy of the by-laws.
3. Candidates must be parents/caregivers of enrolled students and may self-nominate or be nominated in writing. Candidates must disclose TDSB employment status and provide a brief statement of interest.
4. Nomination forms shall be submitted to the Principal or designate.
5. Candidate information shall be shared with the school community at least one (1) week prior to the election.
6. Where the number of candidates does not exceed the number of available positions, candidates shall be acclaimed.
7. Where the number of candidates exceeds available positions, a formal election shall be held.
8. Elections shall be supervised by the Principal (or designate) and non-candidate parent members.
9. Ballot order shall be determined by random draw.
10. Voting shall be by secret ballot. Proxy and absentee voting are not permitted.
11. Each eligible parent/caregiver is entitled to one (1) vote per vacant position.
12. Election results shall be publicly communicated prior to the next meeting.
13. Elections for staff representatives shall occur within the first thirty (30) school days of the school year.

3.4 Vacancies

3.4.1 Vacancies in parent membership shall be filled through an election process as outlined in Section 3.2.

3.5 Terms of Office

3.5.1 All members shall serve a term of one (1) academic year, from September to June, and may seek re-election if eligible.

3.5.2 Newly elected members shall assume office immediately following the election.

3.6 Executive Officers

3.6.1 Composition

The Executive Team shall consist of:

1. Chair and Co-Chair
2. Secretary and Co-Secretary
3. Treasurer
4. Revolving Member

3.6.2 Election of Executive Officers

1. Executive Officers shall be elected by secret ballot. Secure online voting is permitted.
2. Voting members include elected parent/caregiver representatives and the teaching staff representative.
3. The Principal shall not vote.

3.6.3 Executive Vacancies

Vacancies shall be filled by election in accordance with Section 3.2.

3.7 – Roles and Responsibilities

3.7.1 Chair / Co-Chairs

The Chair or Co-Chairs shall:

1. Arrange and call ACISC meetings;
2. Prepare and circulate meeting agendas in consultation with the Principal;
3. Chair ACISC meetings and ensure orderly conduct;
4. Ensure that accurate minutes of all ACISC meetings are recorded and maintained;
5. Facilitate conflict resolution in accordance with ACISC by-laws and TDSB guidelines;
6. Act as the primary liaison between the ACISC and the Principal;
7. Consult with senior Board staff and Trustees, as required, on behalf of the ACISC;
8. Act as a Joint Signing Officer for ACISC financial matters;
9. Sit on, or designate a representative to sit on, school committees including but not limited to:

- School Budget Committee
- School Improvement Plan Committee
- School Staffing Committee
- School Safety Committee

10. Lead the development of the School Statement of Needs (SSON) and submit it to the TDSB Superintendent through the Principal;
11. Review the ACISC By-Laws annually and ensure they are formally updated at least once every three (3) years.

3.7.2 Secretary / Co-Secretary

The Secretary or Co-Secretary shall:

1. Record accurate minutes of all ACISC meetings and ensure they are posted on the school website prior to the next meeting;
2. Assist the Chair in distributing meeting agendas and minutes to ACISC members and, once approved, ensure minutes are posted on the ACISC bulletin board and made available to the parent community;
3. Maintain and manage ACISC communications and platforms, including but not limited to newsletters, email communications, blogs, and social media accounts;
4. Act as a Joint Signing Officer for ACISC financial matters;
5. Send reminders and notices to ACISC members and the school community regarding meetings, events, and activities.

3.7.3 Treasurer

The Treasurer shall:

1. Act as custodian of all ACISC funds;
2. Receive, deposit, and disburse ACISC monies in accordance with approved motions and TDSB policies;
3. Maintain accurate and complete records of all financial transactions;
4. Arrange for verification of ACISC financial records annually, typically in June;
5. Act as a Joint Signing Officer for ACISC financial matters;
6. Prepare the annual Public Sector Accounting Board (PSAB) report if and when a separate ACISC bank account is established.

3.7.4 Revolving Member

1. The Revolving Member shall be a voting member of the ACISC Executive;
2. This member shall provide continuity and support by temporarily assuming the duties of the Chair, Secretary, or Treasurer should a vacancy or short-term absence arise.

3.7.5 Principal

The Principal shall:

1. Provide guidance and leadership support to the ACISC;
2. Facilitate and support the effective operation of the ACISC;
3. Provide relevant information and advice to enable members to carry out their roles effectively, in accordance with Board policies and Ministry regulations.

3.7.6 Elected ACISC Members

All elected ACISC members shall:

1. Represent the views and interests of the parent community;
2. Attend and actively participate in ACISC meetings whenever possible;
3. Participate in sub-committees as needed;
4. Support, participate in, and assist with ACISC-led events and initiatives throughout the school year.

ARTICLE 4 – MEETINGS

4.1 – General Meetings

4.1.1 The ACISC shall hold a minimum of six (6) in-person meetings and up to four (4) additional meetings conducted electronically during each school year.

4.1.1 The ACISC shall hold a minimum of six (6) meetings during each school year.

a) Meetings may be held in-person, virtually, or in hybrid format (simultaneous in-person and virtual participation).

b) At least four (4) meetings per year should offer in-person participation options to maximize accessibility.

c) The format of each meeting shall be determined by the Executive in consultation with the Principal, considering accessibility, health and safety, and community preferences.

d) Additional meetings beyond the minimum may be called as needed.

4.1.2 The ACISC shall meet within the first thirty-five (30) school days of the school year.

4.1.3 All meetings of the ACISC shall be open to the public and held at a location that is accessible to the public or through accessible electronic means where applicable.

4.1.4 The Chair shall preside over all meetings of the ACISC.

1. Where two (2) Co-Chairs are in place, one Co-Chair shall preside.
2. The Co-Chair not presiding shall assume the Chair role whenever the presiding Co-Chair wishes to participate in discussion.

4.1.5 Meetings are typically held on the last Wednesday of each month, unless otherwise communicated to members and the school community.

4.2 – Executive Officer Meetings

4.2.1 The Chair, Co-Chair(s), and Executive Officers shall meet with the Principal or the Principal's designate prior to each general meeting to develop and finalize the meeting agenda.

4.3 – Annual Meeting

4.3.1 The ACISC shall hold an Annual Meeting prior to the end of the school year.

4.4 – Meeting Agendas and Schedules

4.4.1 The agenda for each general meeting shall be prepared by the Chair/Co-Chairs in consultation with the Executive Committee and may include items submitted by ACISC members.

4.4.2 Review and approval of the agenda shall be the first order of business at each ACISC meeting.

4.5 – Quorum

4.5.1 Quorum for any ACISC meeting shall be achieved when ALL of the following conditions are met:

- a) A minimum of eight (8) elected parent/caregiver members are present (approximately 50% of the 16 elected positions), AND
- b) A majority of all members present (including staff and Principal) are parent/caregiver members, AND
- c) The Principal or the Principal's designate is present.

For clarity: If 8 parents, 1 teacher, and the Principal are present (10 total), quorum is met because parents are the majority and minimum threshold is reached.

4.6 – Meeting Attendance

4.6.1 All ACISC members are expected to attend a majority of ACISC meetings during the school year.

4.6.2 Members participating through electronic means shall be deemed present for the purposes of attendance and quorum.

4.6.3 Members who are unable to attend a meeting shall notify the Chair/Co-Chairs and the Principal in advance of the meeting whenever possible.

4.6.4 Where a member is absent for three (3) consecutive meetings, the Chair/Co-Chairs shall provide written notice of concern to the member and to the Principal.

4.6.5 Any ACISC member who is absent for three (3) consecutive meetings without submitting regrets or an explanation may be deemed to have vacated their position.

a) The Chair/Co-Chairs shall contact the member to inquire about their continued interest and any barriers to participation.

b) Legitimate reasons for absence include but are not limited to: illness, family emergency, work obligations, caregiving responsibilities, or other circumstances beyond the member's control.

c) Members facing ongoing barriers to attendance should communicate with Chair/Co-Chairs to explore accommodations (e.g., virtual participation, adjusted meeting times).

d) If the member confirms their intention to continue serving, the position remains filled.

e) If the member does not respond within 14 days of contact, or confirms they cannot continue, the position shall be declared vacant.

f) Members may take a temporary leave of absence (maximum one school term) with Executive approval, during which their position is held but they do not count toward quorum.

ARTICLE 5 – MAKING DECISIONS

5.1 Consensus

5.1.1 The ACISC shall strive to make decisions by consensus whenever possible.

5.2 Voting

5.2.1 Where consensus cannot be achieved, decisions shall be made by formal vote.

- a) Voting shall follow simplified parliamentary procedure based on Robert's Rules of Order, adapted for accessibility and inclusion.
- b) The Chair/Co-Chair may consult Robert's Rules for complex procedural questions but shall prioritize clear communication and participatory decision-making.
- c) Each elected member of the ACISC is entitled to one (1) vote.
- d) At the committee or sub-committee level, each elected committee or sub-committee member is entitled to one (1) vote.
- e) The Principal shall not be entitled to vote in any vote of the ACISC or its committees. 5.2.2 A motion shall be deemed carried when approved by a simple majority of the voting members present.

5.2.3 Any voting member present who does not cast a vote shall be deemed to have abstained. Abstentions shall not be counted as votes for or against a motion.

5.2.4 ADD - Recording Dissent: "Any member who disagrees with a decision has the right to have their dissent recorded in the meeting minutes, along with a brief statement of their concerns (maximum 100 words)."

ARTICLE 6 – COMMITTEES

6.1 – General Committees

6.1.1 The ACISC may establish committees as required to make recommendations to the ACISC and to carry out projects on behalf of the ACISC.

6.1.2 Each committee shall be chaired by an elected member of the ACISC. Committees are open to parents/guardians of the school community.

6.1.3 All committee meetings shall be open and accessible to the public, in accordance with the principles of transparency and inclusivity.

6.1.4 Committees shall meet as required throughout the year to advance the strategic objectives of the ACISC. Committees shall report on their activities and make recommendations to the ACISC.

6.2 – Finance Committee

6.2.1 All expenditures of the ACISC require prior approval by the Council.

6.2.2 Expenditures shall be reported in a financial statement, which shall be presented at each ACISC meeting.

6.2.3 The ACISC shall not borrow funds or enter into any financial commitment for which funds are not already available.

6.2.4 The ACISC shall maintain a bank account into which Council funds shall be deposited and from which payments shall be made.

6.2.5 Cheques issued from the ACISC bank account shall require the signatures of the Treasurer and Chair/Co-Chair. This provision shall take effect once a dedicated bank account is established.

6.2.6 No individual shall sign the same cheque twice.

6.2.7 All funds shall be used to support student achievement and parent/guardian engagement.

6.2.8 The use of funds shall comply with TDSB policies P017 (Purchasing), P021 (Fundraising), and the School-Generated Funds Financial Plan, with full documentation of expenditures maintained.

6.3 – Communications Committee

6.3.1 The ACISC may utilize social media and other online communication tools (e.g., Twitter, Facebook, Instagram) to support its objectives.

6.3.2 All social media and online communications shall:

1. Be coordinated and managed by the Chair/Co-Chairs, Secretary, and/or Communications Chair;
2. Comply with all applicable anti-spam legislation and the TDSB Online Code of Conduct;
3. Ensure the privacy of all parents/guardians and school community members is maintained; and
4. Be subject to suspension or termination at the discretion of the ACISC.

6.3.3 Communication Principles All ACISC communications shall:

- a) Be respectful, inclusive, and solution-focused
- b) Reflect the Council's advisory role (not speaking on behalf of all parents unless through formal consultation)
- c) Be factual and avoid speculation or misinformation
- d) Respect privacy and confidentiality
- e) Be accessible (plain language, translated when needed, screen-reader compatible)
- f) Align with TDSB policies and the ACISC's equity commitments

6.3.4 Social Media Management

- a) ACISC social media accounts must have at least two (2) designated administrators who are current Council members.
- b) Account passwords shall be maintained by Chair/Co-Chairs and updated annually or when administrators change.
- c) Posts and content require review by at least one Executive member before publishing.
- d) Comments will be moderated; hate speech, harassment, misinformation, or content violating the TDSB Code of Conduct will be removed immediately.
- e) Repeat violators may be blocked from ACISC social media.
- f) The Principal must approve the creation of any new social media accounts.

6.3.5 Website and Digital Tools

- a) If the ACISC maintains a website, blog, or other digital platform, it must:
 - Use TDSB-approved hosting and comply with accessibility standards (AODA)
 - Display the TDSB disclaimer and not use TDSB or school logos without permission
 - Be updated regularly with current information
 - Include contact information for the Council

6.3.6 Translation and Accessibility

- a) Key communications (meeting notices, Annual Report, major announcements) shall be translated into the school's most common languages upon request.
- b) Interpretation services shall be arranged for meetings when requested with reasonable notice (minimum 5 days).
- c) All digital communications shall be compatible with screen readers and other assistive technologies.

ARTICLE 7 – ACCOUNTABILITY AND TRANSPARENCY

7.1 – Annual Reports

7.1.1 The ACISC shall submit an annual written report of its activities to the school Principal and the Toronto District School Board.

7.1.2 If the ACISC conducts fundraising activities, the annual report shall include a summary of those activities.

7.1.3 The Principal shall, on behalf of the ACISC, ensure that a copy of the report is provided to every parent of a student enrolled in the school by:

1. Sending the report home with the student for their parent,
2. Posting the report in a location within the school that is visible to parents, and/or
3. Sharing the report electronically with all parents.

7.2 – Remuneration

7.2.1 Members of the ACISC shall not receive any remuneration for their service.

7.2.2 Members may be reimbursed for expenses incurred in the course of their duties, in accordance with TDSB policies and ACISC-approved procedures.

7.3 – Incorporation

7.3.1 The ACISC shall not be incorporated.

ARTICLE 8 – CONFLICTS OF INTEREST

8.1 – Rules on Conflicts of Interest

8.1.1 ACISC members must declare any conflict of interest in matters where they, their family members, or business entities in which they have an interest could benefit, either directly or indirectly, from decisions made by the ACISC.

8.1.2 Conflicts of interest may be actual, perceived, or potential.

8.1.3 A member must recuse themselves from discussions when:

1. A conflict of interest is likely to arise.
2. Their ability to perform ACISC duties and responsibilities could be compromised.
3. They, their relatives, or a business entity in which they have an interest could gain or benefit, directly or indirectly, from actions taken by the Principal or the Board in response to ACISC advice.
4. They are offered favors or economic benefits from individuals, organizations, or entities seeking business contracts with the school.

ARTICLE 9 – CONFLICT RESOLUTION

9.1 – General Principles

1. The purpose of this section is to provide a clear process for resolving conflicts between ACISC members, Chairs/Co-Chairs, parents, and/or school administration that affect the function or environment of the ACISC at ACI.
2. ACISC members are encouraged to resolve conflicts through direct dialogue and goodwill wherever possible before initiating this formal resolution process.
3. This process aims to maintain constructive relationships within the school and ACISC, allowing members and parents to carry out their roles effectively.
4. This policy complements existing TDSB laws and policies, including the Employment Standards Act and the Human Rights Act, and does not supersede any such laws or TDSB policies.

9.2 – Definitions

- **Administration:** The principal or their designate.
- **Conflict:** A strong disagreement or dispute among ACISC members, Chairs/Co-Chairs, parents, and/or school administration arising from:
 1. Differences of opinion, belief, or understanding;
 2. Differences of personality or behavior; or
 3. Violation of ACISC by-laws or the school code of conduct.
- **Mediation:** A process where a neutral third party assists conflicting individuals in reaching an agreement. This may include individual discussions but must ultimately involve a joint meeting facilitated by the mediator.
- **Resolution:** An agreement reached by the parties that resolves the conflict.
- **ACISC Chair/Co-Chair:** A member elected by the ACISC to serve as Chair or Co-Chair.

- **ACISC Member:** Any parent/guardian elected to serve on the ACISC.

9.3 – Conflict Resolution Process

1. In accordance with O. Reg. 330/10 S.43 (b)(viii), this section establishes a conflict resolution process for disputes among ACISC members, consistent with TDSB policy.
2. ACISC recognizes that conflict is not always negative and aims to resolve disputes collaboratively, amicably, and respectfully.
3. Successful dispute resolution depends on:
 - The Chair/Co-Chair facilitating discussions objectively, ensuring all members can voice their concerns constructively.
 - Providing each ACISC member an opportunity to express how the dispute affects them.
 - Maintaining a calm and respectful tone.
 - Allowing uninterrupted speaking and structured feedback.
 - The Chair/Co-Chair clarifying statements, identifying common ground, and articulating joint interests.
 - If no common ground exists, the Chair/Co-Chair shall clarify preferences and guide members to:
 - Acknowledge the issue;
 - Commit to finding a solution;
 - Develop a strategy to resolve the conflict;
 - Listen without judgment;
 - Address the problem, not the person;
 - Communicate individual viewpoints;
 - Consult with others on their needs and concerns;
 - Practice active listening;
 - Share needs and concerns openly;
 - Invite suggestions for resolution;
 - Agree on a solution;
 - Follow up to ensure implementation.
4. If all attempts fail, the Chair/Co-Chair may request assistance from an independent third party, superintendent, senior administrator, TDSB official, or another mutually agreed-upon neutral individual to facilitate resolution.

9.4 – Conflict Resolution Actions

9.4.1 Purpose

The Parent Council is committed to a respectful, safe, and collaborative environment supporting positive relationships among parents, staff, students, and administration. All members must contribute to a constructive atmosphere, upholding professionalism, cooperation, and mutual respect.

9.4.2 Expectations of Conduct

All members shall:

- Engage respectfully, refraining from disruptive, aggressive, or uncooperative behavior;
- Support consensus-building and work collaboratively;
- Avoid personal attacks, intimidation, harassment, or conduct creating an uncomfortable or hostile environment;
- Adhere to TDSB policies, school procedures, and Parent Council by-laws.

9.4.3 Grounds for Conduct Review

A member may be subject to review if they:

- Repeatedly disrupt meetings or prevent effective functioning;
- Make other members feel unsafe, disrespected, or unwilling to participate;
- Undermine the Council's purpose, reputation, or ability to serve the school community;
- Fail to follow by-laws or TDSB regulations after reminders.
- Engage in harassment, bullying, or discriminatory behavior toward any member, staff, student, or community member;
- Violate confidentiality or privacy obligations; - Use profane, abusive, or threatening language; -
- Engage in behavior that violates the TDSB Code of Conduct (PR585) or Human Rights Policy (P031);
- - Refuse to participate in conflict resolution processes in good faith;
- Make false or malicious allegations against members, staff, or administration;
- Use Council platforms or meetings to advance personal agendas unrelated to student achievement or school improvement.

9.4.4 Progressive Resolution Process

1. **Step 1 – Private Discussion:** The Chair (or two executives) meets privately with the member to outline concerns, explain expectations, and allow behavior adjustment.
2. **Step 2 – Written Notice:** If behavior continues, the Executive may issue a written notice detailing the concerning behaviors, expectations for improvement, and consequences of continued misconduct.
3. **Step 3 – Council Vote:** Council Vote on Removal:
 - a) If behavior persists after written notice, the Executive may call a special meeting to vote on removal.
 - b) The member subject to removal must receive written notice at least 7

days prior, including: - Specific behaviors of concern - Previous interventions attempted - Date, time, and location of the vote - Their right to speak before the vote (maximum 5 minutes)

c) The vote shall be conducted by secret ballot.

d) A two-thirds (2/3) majority of voting members present (per quorum) is required for removal (higher threshold than simple majority to ensure seriousness).

e) The member subject to removal cannot vote on their own removal.

f) The Principal must be present and consulted before the vote proceeds.

9.4.5 Notification to School Administration

If removal is approved, the Chair shall notify the principal and the superintendent via the principal to ensure TDSB policy compliance and record the decision.

9.4.6 Effect of Removal

- The removed member loses voting rights and council membership immediately;
- May attend future meetings only as an observer unless restricted by school administration;
- May request reinstatement after one school year, subject to a membership vote.

9.4.7 Protection of Council Integrity

- No member may interfere with this process;
- This Article ensures the Council remains a safe, inclusive, and collaborative environment.

9.4.8 Barring for the Next School Year

- A removed member may be ineligible to serve as a voting member for one school year if the situation remains unresolved.

9.4.9 Immediate Suspension for Severe Misconduct In cases of severe misconduct posing immediate risk to safety, dignity, or Council function, the Chair/Co-Chairs, in consultation with the Principal, may:

a) Immediately suspend a member from participating in Council activities pending a formal review; b) Severe misconduct includes but is not limited to: - Threatening, violent, or physically aggressive behavior - Hate speech or serious discriminatory conduct - Serious breach of confidentiality causing harm - Conduct that violates criminal law - Behavior creating an unsafe environment requiring police or security intervention

c) The suspended member must be notified in writing within 48 hours, including the reasons for suspension and the date of the removal vote;

d) A removal vote must be held within 14 days of suspension;

e) If removal is not approved, the suspension is lifted immediately and the member is reinstated.

- A removed member may be ineligible to serve as a voting member for one school year if the situation remains unresolved.

ARTICLE 10 – PRIVACY AND CONFIDENTIALITY

10.1 Confidentiality Obligation

- a) ACISC members may have access to sensitive information including student data, family circumstances, personnel matters, budget details, and strategic plans.
- b) All members shall maintain strict confidentiality regarding: - Student information (names, performance, behavior, special needs, family circumstances) - Personnel matters (hiring, performance, complaints) - Financial information not yet public - Private discussions in closed portions of meetings (when permitted by regulation) - Information explicitly designated as confidential by the Principal or Board
- c) Members shall sign a Confidentiality Agreement upon election and annually thereafter.

10.2 Permitted Disclosures Information may be disclosed only when:

- Required by law or court order - Authorized in writing by the Principal and affected individuals - Already in the public domain through official channels - Necessary to protect a child's immediate safety (in which case proper authorities must be notified)

10.3 Consequences of Breach

- a) Breach of confidentiality is grounds for immediate removal from the ACISC following the process in Article 9.4.9 (Immediate Suspension).
- b) Serious breaches may be reported to the Superintendent and may result in: - Permanent ban from future ACISC service - Restriction from school premises if warranted - Legal action if the breach causes harm

10.4 Privacy Protection

- a) All ACISC communications and records shall comply with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- b) Personal information shall be collected, used, and disclosed only as necessary for Council functions.

- c) Member contact information shall not be shared without consent, except as necessary for Council operations.
- d) Meeting minutes shall not include personally identifiable information about students, families, or staff beyond what is necessary and appropriate for public record.

ARTICLE 11 – TRAINING AND ORIENTATION

11.1 New Member Orientation

- a) All newly elected ACISC members shall receive orientation within 30 days of election.
- b) Orientation shall cover: - Role and mandate of School Councils under Regulation 612/00 - ACISC By-Laws and governance structure - TDSB policies relevant to School Councils - Equity, anti-oppression, and anti-racism principles - Confidentiality obligations - Conflict of interest rules - Indigenous land acknowledgment and reconciliation commitments - Communication protocols and tools
- c) Orientation shall be provided by outgoing Executive members, the Principal, and/or TDSB Parent and Community Engagement staff.

11.2 Ongoing Professional Development

- a) The ACISC shall pursue ongoing learning opportunities including:
 - TDSB School Council workshops and training
 - Webinars on relevant topics (equity, student achievement, mental health, etc.) - Networking with other School Councils
 - Community engagement best practices
- b) The Principal shall facilitate access to TDSB Parent and Community Engagement Office resources.
- c) Council members are encouraged to share learning from professional development with the full Council.

13.3 Executive Transition

- a) Outgoing Executive members shall provide transition documentation to their successors, including:
 - Key contacts and relationships
 - Ongoing projects and priorities
 - Historical context and institutional knowledge

- Access to accounts, files, and systems
- Lessons learned and recommendations

b) Transition meetings between outgoing and incoming Executive should occur before the end of the school year when possible.

ARTICLE 12 – AMENDMENTS

12.1 These by-laws may be amended by a two-thirds (2/3) majority vote of elected members present, with at least one (1) weeks' notice.

ARTICLE 13 – EFFECTIVE DATE AND REVISION HISTORY

13.1 Effective Date: These by-laws take effect on March 11th, 2026.

13.2 Revision History: Updated March 11th, 2026

13.3 Regular Review Schedule

- a) These by-laws shall be formally reviewed at least once every three (3) years.
- b) The Chair/Co-Chairs shall lead the review process in consultation with Council members, the Principal, and the school community.
- c) Review shall consider:
 - Changes to legislation or TDSB policies
 - Effectiveness of current provisions
 - Emerging needs or priorities
 - Equity and inclusion gaps
 - Best practices from other School Councils

13.4 Amendment Log

All amendments shall be tracked in an Amendment Log appended to these by-laws, including:

- Date of amendment
- Section(s) amended
- Description of change
- Rationale for change
- Vote outcome