IPS School Council Code of Ethics

Revision for Accessibility

Revisions of BSC-17.
Concepts/clauses borrowed from other TDSB/Ministry sources.
New concepts/clauses.

Introduction

There are four guidelines for good behaviour on school council:
- Help Others
- Be Nice
- Work Well With Others
- Try to Follow Other Rules

If you can remember these four guidelines, that's probably good enough most of the time. The rest of this document explains some details of these four general guidelines.

Help Others

1. A member should:
   a. Consider the best interests of all of the students, and not just the students they know. [~BSC-1]
   b. Remember that they are seen to be representing the school community as a whole. [~BSC-2]
   c. Declare any conflict of interest, as described in the Conflict of Interest Bylaw. [~BSC-15]
   d. Bring ideas for activities to school council for consideration.
2. A member should not:
   a. Unfairly advantage or disadvantage their family, friends, or any other group. [~BSC-2]
   b. Accept any money, goods, or services for their role on school council. [~BSC-16]
   c. Use the name or brand of the school council to promote activities unless approved by the school council. [~BSC-17C]
   d. Use the name or brand of the school to promote activities unless approved by the school. [~BSC-17C]
   e. Pursue activities that school council has decided against, unless approved by school council to do so.

Be Nice

3. A member should:
   a. Encourage a positive environment. [~BSC-9]
   b. Value the contributions of others. [~BSC-9]
   c. Maintain constructive relationships. [UW]
   d. Maintain the self-confidence and self-esteem of others. [UW]
   e. Focus on the situation, issue, or behaviour, not the person. [UW]
   f. Be honest. [~BSC-6/TDSBCOC]
   g. Encourage good behaviour in others. [~BSC-14]
   h. Listen while others are speaking. [~BSC-8]
   i. Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability. [TDSBCOC]
   j. Respect differences in opinions, especially when there is a disagreement. [~TDSBCOC]
   k. Respect the rights of others. [TDSBCOC/~BSC-7]
   l. Respect school property and the property of others. [~TDSBCOC]
   m. Help others if possible [~TDSBCOC]

4. A member should not: [~BSC-17A]
   a. Say or write personal comments about others, especially of a negative nature.
   b. Say or write untrue things about others.
   c. Falsely accuse others of things they have not done.
   d. Threaten others.

Work Well With Others

5. A member should:
   a. Respect democratic principles and processes, including their outcomes. [~BSC-10]
   b. Communicate by normal channels if practical. [~BSC-13]
   c. Follow the Conflict Resolution Bylaw and the TDSB Parent Concern Protocol. [~BSC-13]
   d. Remember to follow this code of ethics when speaking or writing in public or recorded forums, including meetings, email, media, social media, etc.
   e. Speak out against discrimination.
6. A member should not:
   a. Disclose confidential information. [BSC-12]
   b. Pretend to represent the school council unless approved to do so. [~BSC-17B]
7. School Council should respect the confidential nature of some school business and respect the limitations this may place on school council's operations. [~BSC-11]

8. School Council's official social media accounts should be used with care. [~BSC-17]
    a. Messages should be approved by school council.
    b. Messages may alternatively be approved by the principal, especially when in a rush.
    c. Messages should not be negative towards school council or school council activities.
9. School Council should respect the TDSB principles of transparency, accountability, and inclusiveness:
    a. School council shall seek to listen to, and include, all school families and school staff.
    b. Votes of school council that are seen to be contrary to these principles require a two-thirds majority and the minutes must record the majority's reasons. The reasons might be based on confidential information: it should be minuted that school council has such confidential information, but not the nature or details of the information.
10. School Council should speak against discrimination.
11. School Council should speak for equity.

Try to Follow Other Rules

12. A member should make an effort to know and follow other rules: [~BSC-3,4,5]
    a. These rules are the most important:
        i. School Council Mission Statement
        ii. School Mission Statement
        iii. TDSB Mission Statement
        iv. School Council Bylaws
    b. These rules are good extra reading:
        i. TDSB Code of Conduct (Policy P.044)
        ii. TDSB Parent and Community Involvement (Policy P023)
        iii. TDSB Parent Concern Protocol (Procedure PR505)
        iv. TDSB Parent and Community Involvement (Procedure PR558)
        v. TDSB Procedure for Reporting and Responding to Racism and Hate Incidents Involving or Impacting Students in Schools (PR728)
        vi. TDSB Equity Policy (P037)
        vii. TDSB Human Rights Policy (P031)
        viii. Ministry of Education Policies and Guidelines
        ix. Ontario Regulation 612
        x. Ontario Human Rights Code
        xi. Canadian Charter of Rights and Freedoms
    c. TDSB and the Ministry of Education also have other rules, but those are usually less important for school councils.
13. A member should make an effort to speak truthfully about the rules.

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Accessibility

1. https://www.aoda.ca/accessible-writing-style/
   a. Section headings
   b. Structured Lists
   c. Avoid/reduce passive voice
   d. Sentences 20 words or less
2. https://www.canada.ca/en/treasury-board-secretariat/services/government-communications/canada-content-style-guide.html#toc6
   a. Start with the most important information. Put references to other docs at the end.
   b. Use active voice
   c. Use positive form (positive instructions)
   d. Use verbs instead of nouns formed from verbs
   e. Verbs at beginning of sentence.
   f. Subject + verb + object sentences.
   g. Avoid compound sentences.
   h. Use as few words as possible to express an idea.
   i. Try to keep paragraphs to 3 sentences.
3. http://www.humber.ca/makingaccessiblemedia/modules/05/02.html
4. Vocabulary analysis
   a. Gathered grade-level word lists from the Berkeley Unified School District, Flocabulary.com, and Wikipedia (basic 1000 words)
   b. Classified every word in document by grade level
   c. Reviewed document to reduce grade-level of words used.
   d. Reviewed document to standardize vocabulary and reduce use of synonyms.
      i. Perceived vs Seen?
      ii. Activities vs Initiatives?
      iii. Supported vs Endorsed?
   e. Reduced word count: 741 down to 589
5. Readability metric comparison clause by clause (see next page)
   a. https://www.webfx.com/tools/read-able/check.php

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Clause-by-Clause Reading Level Metrics

BSC Clause	BSC Grade Level	Draft Equiv. Clause(s)	Draft Grade Level	Improvement
1	10	1a	8	2
2	14	1b	9	5
3	8	9	7	1
4	17	9	7	10
5	14	9	7	7
6	10	3f	3	7
7	13	3k	5	8
8	12	3h	6	6
9	16	3a + 3b	10	6
10	16	5a	20	-4
11	14	7	15	-1
12	14	6a	14	0
13	13	5b + 5c	11	2
14	12	3g	9	3
15	12	1c	10	2
16	12	2b	6	6
17	14	2c + 2d + 4 + 6b + 8	10	4
			Average	**3.8**

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Vocabulary Grade-Level Analysis

Derek wrote a program to classify each word in the document by grade-level, according to data from the Berkeley Unified School District, Flocabulary.com, and Wikipedia. Here are the results:

unknown: 26

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accept, approved, channels, conflict, effort, encourage, etc, extra, forums, goods, messages, personal, practical, promote, property, regard, regardless, role, seek, services, shall, situation, towards, treat, unless, uphold

basic: 74

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a, about, activities, all, an, and, are, as, be, best, but, by, colour, differences, do, education, false, family, for, freedoms, friends, good, group, has, have, help, if, is, it, know, listen, make, may, member, members, money, most, name, nature, not, of, on, or, other, others, person, proper, public, reading, record, recorded, remember, rush, say, seen, show, so, speak, speaking, than, that, the, their, there, these, things, to, use, used, when, where, will, write, writing

basic2: 5

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especially, they, truthfully, untrue, whole

berkeley0: 8

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also, any, details, example, just, must, such, with

berkeley1: 7

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described, might, opinions, reasons, should, those, while

berkeley2: 5

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important, in, less, possible, relationships

berkeley3: 1

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place

berkeley4: 2

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involvement, statement

berkeley5: 4
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contrary, established, issue, noted

berkeley6: 2
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common, maintain

berkeley9: 2
----
orientation, resolution

flocabulary0: 7
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age, care, community, follow, include, including, race

flocabulary1: 5
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behaviour, caution, constructive, honest, pretend

flocabulary2: 5
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based, disagreement, fairly, supported, unfairly

flocabulary3: 10
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accusations, act, advantage, consider, disadvantage, origin, outcomes, processes, respect, value

flocabulary4: 9
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communication, concern, contributions, disclose, focus, represent, representing, threaten, traditional

flocabulary5: 5
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alternatively, negative, positive, require, selfconfidence

flocabulary6: 5
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comments, declare, majority, majoritys, selfesteem

flocabulary8: 1

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principal

special: 53

612, accountability, accounts, ancestry, brand, bylaw, bylaws, canadian, charter, citizenship, code, conduct, confidential, council, councils, democratic, disability, email, environment, ethnic, gender, guidelines, human, inclusiveness, information, interest, interests, media, meetings, ministry, minutes, mission, official, ontario, parent, policies, policy, principles, procedure, protocol, regulation, religion, rights, rules, school, sexual, social, students, tdsb, tdsbcoc, transparency, twothirds, votes

OLD Draft with Template+TDSB Clause Text

Concepts/clauses that have had extensive discussion in IPS Governance Committee meetings.
Concepts/clauses that have had some discussion in IPS Governance Committee meetings.
Concepts/clauses borrowed from other TDSB/Ministry sources.
New concepts/clauses.

1. Common Good

1. A member shall consider the best interests of all of the students, and not just the students they know [~BSC-1]
2. A member shall remember that they are, and are perceived to be, representing the school community as a whole: [~BSC-2]
   a. A member's speech and actions should not unduly advantage or disadvantage any particular set of people, including the member or their family.
   b. Members are free to participate in other activities that advance the common good, but should be clear when they are undertaking these activities as private citizens rather than as members of school council.
   c. A member shall not use the name or brand of school council to promote initiatives other than those endorsed by school council. [~BSC-17C]
   d. A member shall not accept any payment or benefit (monetary or in goods) as part of their school council involvement. [BSC-15]
   e. A member shall declare any conflict of interest in accordance with the Conflict of Interest Bylaw. [BSC-16]

2. Interpersonal Behaviour

1. A member shall:
   a. Focus on the situation, issue, or behaviour, not the person. [UW]
   b. Maintain the self-confidence and self-esteem of others. [UW]
   c. Maintain constructive relationships. [UW]
   d. Encourage a positive environment in which individual contributions are encouraged and valued. [BSC-9]
   e. Treat all other members with respect and allow for diverse opinions to be shared without interruption. [BSC-8]
   f. Demonstrate honesty and integrity to the highest standards. [~BSC-6/TDSBCOC]
   g. Promote high standards of ethical practice within the school community. [BSC-14]
   h. Respect differences in people, their ideas, and their opinions [~BSC-7/TDSBCOC]
   i. Treat one another with dignity and respect at all times, and especially when there is disagreement. [TDSBCOC]

j. Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability. [TDSBCOC]
k. Respect the rights of others. [TDSBCOC]
l. Show proper care and regard for school property and the property of others. [TDSBCOC]
m. Take appropriate measures to help those in need [TDSBCOC]

2. A member shall refrain from: [~BSC-17A]
   a. Personal comments, especially those of a negative nature, and especially in any public or recorded forum, including meetings, email, media, social media, etc.
   b. Slander, libel, threats, and false accusations, especially in any public or recorded forum, including meetings, email, media, social media, etc.

3. Communal & Communication Behaviour

14. A member shall:
    a. Acknowledge democratic principles and respect the outcomes of democratic processes. [~BSC-10]
    b. Prefer established communication channels where practical. [~BSC-13]
    c. Follow a respectful escalation process, as outlined in the conflict resolution bylaw and the TDSB Parent Concern Protocol, starting at the lowest level first.
    d. Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council. [BSC-11]
    e. Remember to exercise extra caution when communicating in public or recorded forums, including meetings, email, media, social media, etc.

15. A member shall not:
    a. Disclose confidential information [BSC-12]
    b. Present themselves as a spokesperson for the school council unless authorized by school council to do so. This applies to all contexts, whether of an interpersonal or public nature, including meetings, email, social media, media, etc. [~BSC-17B]

16. School Council's official social media accounts should be used with care [~BSC-17B]
    a. Posts should be approved by school council.
    b. Posts may be also be approved by the principal, especially when timely dissemination of information is important.

17. Council as a whole will act to uphold the TDSB principles of transparency, accountability, and inclusiveness:
    a. Sometimes confidentiality or privacy concerns need to be prioritized over those of transparency and accountability. In such situations, the reasoning should be explained.
    b. Votes, decisions, or actions of school council that are, or are perceived to be, in contradiction of these principles require a two-thirds majority and a documented explanation.

     c. School council shall seek to listen to, and include, all members of the school community.

4. Other Relevant Rules and Procedures

1. A member shall make a reasonable effort to be familiar with, and to follow, the relevant rules and procedures.
2. These documents are the most important:
    a. School Council Mission Statement
    b. School Mission Statement
    c. TDSB Mission Statement
    d. School Council Bylaws (including conflict of interest and others)
3. These documents are good extra reading:
    a. TDSB Policies, Procedures, and Guidelines, such as:
        i. Code of Conduct (Policy P.044)
        ii. Parent and Community Involvement (Policy P023)
        iii. Parent Concern Protocol (Procedure PR505)
        iv. Parent and Community Involvement (Procedure PR558)
    b. Ministry of Education Policies and Guidelines
    c. Ontario Regulation 612
    d. Ontario Human Rights Code
    e. Canadian Charter of Rights and Freedoms
4. A member shall not intentionally or negligently misrepresent the above.

Bowmore School Council Code of Ethics

https://www.tdsb.on.ca/Portals/ward9/docs/9-Template%20-%20School%20Council%20Code%20of%20Ethics.pdf

374 words

School Name School Council members will conduct themselves in accordance with the following code of ethics:

1. A member shall consider the best interests of all students enrolled at *NAME* School.
2. A member shall remember that they are representing the school population and not individual wants and desires.
3. A member shall be guided by the school's and the school board's mission statements.
4. A member shall 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
5. A member shall make themselves familiar with the school's policies and operating practices and act in accordance with them.
6. A member shall maintain the highest standards of integrity.
7. A member shall recognize and respect the personal integrity of each member of the school community.
8. A member shall treat all other members with respect and allow for diverse opinions to be shared without interruption.
9. A member shall encourage a positive environment in which individual contributions are encouraged and valued.
10. A member shall acknowledge democratic principles and accept the consensus of the school community.
11. A member shall respect the confidential nature of some school business and respect limitations this may place on the operation of the BSC.
12. A member shall not disclose confidential information.
13. A member shall use established communication channels when questions or concerns arise.
14. A member shall promote high standards of ethical practice within the school community.
15. A member shall declare any conflict of interest in accordance with the Conflict of Interest Bylaw.
16. A member shall not accept any payment or benefit (monetary or in goods) as part of their School Council involvement.
17. Social Media – *Name* School Council Members shall refrain from the following:
    a. Using any form of social media to speak negatively about any member of the school council, the school council as a whole, school council initiatives, *Name* School,
    b. Using any form of social media to represent the Bowmore School Council in any manner other than those sanctioned by the School Council or the Principal.
    c. Using the *Name* School Council or its brand to promote their personal initiatives.

Other Documents

Ontario Regulation 612

2. (1) The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. O. Reg. 612/00, s. 2 (1).

(2) A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council. O. Reg. 612/00, s. 2 (2).

https://www.ontario.ca/laws/regulation/000612

TDSB Code of Conduct

http://schools.tdsb.on.ca/malvern/about/policies/conduct/TDSBCodeOfConduct.pdf

What the TDSB Code of Conduct says:
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need;

TDSB Board Code of Conduct

http://ppf.tdsb.on.ca/uploads/files/live/98/1714.pdf

TDSB Online Code of Conduct

https://www.tdsb.on.ca/About-Us/Policies-Procedures-Forms/Online-Code-of-Conduct

Mostly about using computers.
Requirements to protect privacy already covered.
BUT: requirement to keep field trip information private.

University of Waterloo Workplace Basic Principles

https://uwaterloo.ca/organizational-human-development/learning-development-programs/basic-principles

1. Focus on the situation, issue, or behaviour, not the person.
2. Maintain the self-confidence and self-esteem of others.
3. Maintain constructive relationships.
4. Take initiative to make things better
5. Lead by example.
6. Think beyond the moment.

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