



THIRD PARTY SUPPORT FOR CAREGIVERS, FAMILIES AND PARENTS

Legal References: *Education Act*

Related References: [Board Policy G100 – Governance Policy – Foundations](#)
[Bylaws - Board of Trustees Waterloo Region District School Board](#)
[Administrative Procedure 1410 – Parent, Guardian or Caregiver Support](#)
[Standards of Behaviour for the School Community \(JHSC, 2014\)](#)
[Communicating with your School](#)
[Communicating with the School - Multilingual Language Learners](#)

Effective Date: *September 25, 2006*

Revisions: *May 14, 2018, February 8, 2021, January 14, 2026*

Reviewed:

1. Purpose

- 1.1. The Waterloo Region District School Board (WRDSB) recognizes that from time to time, caregivers/families/parents-of students may need the support of a third party individual(s) during a meeting with WRDSB staff to address and advocate for their child's interests and needs.

2. Application

- 2.1. Caregivers/families/parents have the right to have a representative of their choosing in attendance at meetings with WRDSB staff, subject to this policy and the provisions established in the related procedures.
 - 2.1.1. Principals, staff, and caregivers/families/parents will be notified in advance of a meeting as to who is anticipated to be in attendance. In the event parents wish to have legal representation at the meeting, staff will be notified at least 3 business days in advance so the WRDSB staff can also arrange for legal representation if so required. [Administrative Procedure 1410](#), contains steps to guide caregivers/families/parents if they have a concern about a school matter.
 - 2.1.2. All participants are expected to treat one another with dignity and respect at all times, especially when there is a disagreement.
- 2.2. Caregivers/families/parents may contact trustees at any time. Trustees will facilitate the communication process between the caregiver/family/parent and the appropriate WRDSB staff member. Trustees shall direct the caregiver/family/parent to [Administrative Procedure 1410](#) and these steps should be followed in resolving any concerns. Trustees cannot act as a representative of the caregiver/family/parent or student at a meeting between caregivers/families/parents and WRDSB staff.