**Waterloo Region District
School Board
(WRDSB)**

School Council Handbook

Brought To You By:

**Waterloo Region Assembly of
Public School Councils (WRAPSC)**

and

**Parent Involvement
Committee (PIC)**

R e v i s e d   N o v e m b e r   2 0 1 5

TABLE OF CONTENTS

3

INTRODUCTION

The following handbook was compiled during 2015, using the following:

- Ontario Ministry of Education: Education Act

- Ontario Ministry of Education: Education Act Regulation 612/00 – School Councils and Parent Involvement Committees

- Ontario Ministry of Education: Parents in Partnership: A Parent Engagement Policy for Ontario Schools

- Ontario Ministry of Education: School Councils: A Guide for Members

- Ontario Ministry of Education: School Councils

- People for Education

- Waterloo Region District School Board: School Council Chairpersons Handbook

- Waterloo Region District School Board: Policies & Procedures

We have made every effort to ensure that the most up-to-date information is included in this handbook. However, since the information can be a moving target, we have included website links where possible.

SPECIAL THANKS

**To the following volunteers
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Kathi Smith
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Kriss Stone
Laurie Tremble**

ACRONYMS

Throughout this guide, the following acronyms may be used and unless otherwise indicated, this is the meaning intended.

TABLE A: LIST OF ACRONYMS & LONG FORMS

Acronym	Long Form
EA	Educational Assistants
ESL	English as a Second Language
EYAG	Early Years Advisory Group
IEP	Individual Education Plan
MOE	Ministry of Education
OCT	Ontario College of Teachers
OSBIE	Ontario School Boards' Insurance Exchange
OSR	Ontario Student Record
P4E	People for Education
PD	Professional Development
PIC	Parent Involvement Committee
SCIS	Safe, Caring and Inclusive Schools
SEAC	Special Education Advisory Committee
SEAC	Special Education Advisory Committee
VP	Vice Principal
WRAPSC	Waterloo Region Assembly of Public School Councils
WRDSB	Waterloo Region District School Board

PARENT ENGAGEMENT

"Parents play a vital role in the development and education of their children and in the success of schools.

They are the most important influence in a child's life outside of school.

Long after direct learning from parents in a child's early years gives way to formal education, parents continue to play a key role in student success through the attitudes they help to share and the direct supports they provide."

Ontario Ministry of Education

Engagement means something different to every person. Members of School Council should be aware that it can mean being involved with the Head Start reading program in their school, attending a field trip, or helping with math homework at the kitchen table.

We can all make a difference in our kids' education, from our own homes.

- Show an interest
- Make every day an opportunity to learn
- Encourage your child to investigator, discover and imagine
- Work and play together
- Read with your child
- Help them find math everywhere.

See also Sections:
"Recruiting for Council" and **"Retaining Council Members"**

See also Appendix N: Online Resources for useful website links to get help for School Councils, parents and students.

Here are some ideas to help overcome inexperience, language or cultural barriers:

- Hold a celebration evening to showcase different cultures represented in the school
- Providing food is a good way to make it feel like a social event and help people to relax
- A mother's or father's group is a great way to bring immigrant parents together to discuss issues they are dealing with such as language, school, groceries, finding jobs, etc.
- Start a homework club
- Provide a parent leadership seminar
- Arrange for a field trip to the Board's Education Centre
- Have ESL resources available for collaborating with classroom teachers
- Siblings or peers can often assist with interpreting
- Consider paying to get relevant documents translated
- Think about a way for parents to introduce themselves, such as the story of their name
- Orientation to the school. Set up a special time at the beginning of the new school year for families to come into the school

SCHOOL COUNCIL – WHAT IS IT?

"Parent engagement matters.

Study after study has shown us that student achievement improves when parents play an active role in their children's education, and that good schools become even better schools when parents are involved.

It is recognized that parent engagement is a key factor in the enhancement of student achievement and well-being."

Ontario Ministry of Education website

School Councils are an important part of our school communities. The focus of a School Council is to improve student learning, achievement and well-being and enhance the accountability of the education system to parents.

A School Council is:
- An advisory role committee only; the ultimate responsibility for the administration and day-to-day school operations rests with the Principal
- A means to advise the Principal on any matter pertaining to pupil achievement
- A voice to provide input to the school Board, when asked for input on policies, plans etc.
- A channel to address issues affecting all, or a significant portion of the school population
- Unique for each school and its community
- A group with a shared interest, working together with parents, students, community members, staff and administration to build a strong school community

A School Council is **not**:
- A forum to address individual issues pertaining to one student or class

Some of the key attributes of effective School Councils include:

- Focus on student learning and the best interests of all students
- Build a sense of community
- Promote an inclusive environment, where all parent engagement is encouraged and nurtured
- Organize activities in the school
- Create an open and transparent relationship with the entire school community
- Provide advice and comments, where possible, on areas such as:
    - the school-year calendar
    - the school code of student conduct, curriculum
    - program goals and priorities
    - the preparation of the school's **"Principal Profile Form"**

Each school is required to have a School Council and is regulated by: Education Act regulation 612/00 and WRDSB Policies and Procedures.

See **Appendix M WRDSB Policies & Procedures - Parent Index** for a listing of policies and procedures.

ESTABLISHING BYLAWS

Bylaws are the rules adopted by School Councils, which govern the conduct of its affairs.

The Education Act regulation 612/00, section 15. (1) to (3) indicates that all School Councils must make bylaws to govern the conduct of its affairs and requires *at minimum*, the following:

- A bylaw that governs election procedures and the filling of vacancies in the membership of the School Council.

- A bylaw that establishes rules respecting participation in School Council proceedings in cases of conflict of interest.

- A bylaw that, in accordance with any applicable policies established by the Board that established the council, establishes a conflict resolution process for internal School Council disputes.

WRDSB also provides direction for School Council bylaws:

- Bylaws do not have to be long and complicated.
- Once established, bylaws seldom change.
- The School Council may wish to establish other bylaws to govern their affairs.
- Bylaws must not contravene any aspect of Education Act regulation 612/00 or any policy or procedure of the WRDSB.
- All new and revised School Council bylaws must be approved by the School Council and recorded in the minutes.
- School Council bylaws should be available in print and electronic versions.

For some actual WRDSB school samples, see **Appendix A: Sample Bylaws.**

SCHOOL COUNCIL MEMBERSHIP

COMPOSITION

School Council should be composed of:
- Principal
- One teacher employed at the school, other than Principal or VP
- One support person employed at the school, other than Principal, VP or teacher
- One community member (or more if allowed by individual school bylaw)
- One student member
- Parent membership (as below)

Parent membership:
- Parents should always constitute the majority of members on Council
- The number should be as indicated by school bylaw
- If no bylaw exists, then the number is as specified by WRDSB Policy 1003, where:
    - Elementary should range in size from 9-15 members
    - Secondary should have 11-15 members

See Section: **WRDSB Employees/ Trustees on School Council**

REMUNERATION

Under Education Act regulation 612/00, School Council members may not receive any remuneration for serving on a School Council.

SCHOOL COUNCIL NAMES & ADDRESSES

The Ministry may collect the names, addresses, and phone numbers of School Council members for the purpose of communicating and consulting with them directly.

TERM OF OFFICE

The term of office for members of School Council must be from the date of the first meeting of School Council after the election, until the date of the first meeting of School Council after the election the following year. Members may seek additional terms of office.

VACANCIES

The School Council must fill a vacancy by election or appointment in accordance with the bylaws of the School Council.

Establishing a bylaw for this purpose is required under the regulations. Vacancies may occur either because of a resignation or because the School Council did not have the maximum number of participants allowed under the WRDSB policy or their bylaw when the School Council was formed.

A vacancy in the membership of the School Council does not prevent the Council from functioning.

WRDSB EMPLOYEES/TRUSTEES ON SCHOOL COUNCIL

Employees of the Board may not be the Chair or the Co-Chair of any School Council in their Board.

Employees of WRDSB may not be elected as parent members of School Council at the school which they work.

They may be a parent member at another school, if they have a child attending that school, but they must inform voters of their employment prior to the election.

Trustees are not eligible to be members of School Councils at any school within the Board in which they are a Trustee.

Employees of the Board may not be the Community Representative at the school at which they work.

They may be a Community Representative at another school, if the other School Council members at that school are informed of their employment prior to appointment.

See also Section 4 of the Education Act regulation 612/00.

ROLE OF ALL SCHOOL COUNCIL MEMBERS

All members are:
- Advocates of a strong School Council
- Supportive of the actions and decisions of the School Council
- Encourage parents and community to become involved in School Council activities
- Serve to represent their respective groups by providing assistance and ideas to and from School Council
- Individual members of the group should not act outside of, or claim to speak on behalf of the School Council, with the exception of the Chair/Co-Chairs or the approved [WRAPSC representative](#)

All members should:
- Participate regularly in School Council meetings
- Participate in information and training programs related to School Councils
- Act as a link between the School Council, the community, and their respective group
- Provide input to the recommendations and advice made by the School Council to the Principal
- Arrive at meetings prepared. Familiarize yourself with the items on the agenda
- Do your homework before the meeting by calling or emailing the Chair, Principal or other members for clarification if necessary
- Be prepared to report on any action items you agreed to take care of
- Be punctual at meetings
- Call/email the Chair at least one day in advance if you are unable to attend a meeting, and also provide your input or comments on any of the agenda items if you have any.

ROLE OF THE PRINCIPAL

The Principal is the school leader and is ultimately responsibility for the administration and day-to-day operations of the school.

The role of the school Principal is to:
- Facilitate the establishment of the School Council and assist in its operation
- Notify parents of who is elected to School Council
- Consult with School Councils in accordance with [Education Act regulation 612/00](#)
- Consider the recommendations made by the School Council and respond to the School Council as to the outcome of their recommendations
- Facilitate the elections for the teacher and support staff and student representative
- Assist Chair in the preparation and distribution of the agenda to all School Council members at least one week prior to each meeting
- Provide written notice of meetings and elections through notice or newsletter sent home with every student for sharing with their parents and through a posting on the School Council bulletin board or web site
- Maintain a copy of the School Council minutes at the school for examination, without charge, by any person, for four years
- Send a copy of the [School Council Annual Report](#) to all parents at the school

The Principal will assist in the operation of the School Council and will:
- Provide information and resources required by the School Council to enable it to make informed decisions
- Communicate with the Chair on a regular basis
- Help publicize Council activities by means like: school newsletter or school phone dialer
- Assist Council in communicating with the school community
- Provide for the prompt distribution of Ministry and Board materials designated for School Council members
- Provide space accessible to parents to post Council info and a place accessible to the Chair for School Council mail
- Provide reasonable access to an existing computer at the school for the WRAPSC rep
- Maintain the responsibilities and obligations of the Principalship as mandated by Board policy, and the Education Act and Regulations of the Province of Ontario as it relates to School Councils
- Appoint a designate (usually the VP) if unable to attend a meeting

ROLE OF THE CHAIR/CO-CHAIR

Each School Council is required to have at least a Chair, or if individual bylaws so provide, two Co-Chairs or a Chair and Vice-Chair.

- The Chair/Co-Chairs/Vice Chair must be a parent member of the Council
- The chair is an elected official of the School Council

The role of the School Council Chair/ Co-Chair is to:

- Communicate with the school community on a regular basis and ensures that parents of all students are consulted on matters under consideration
- Lead School Council meetings
- Provide leadership to the School Council and its members
- Monitor the implementation of School Council decisions
- Prepare a written agenda, in cooperation and consultation with the Principal
- Distribute meeting agenda to School Council members at least one week prior to each meeting
- Ensure that the minutes of School Council meetings are recorded and stored in paper and electronic format
- Ensure that all minutes and records of financial transactions are available to any person at the school, for four years

- Meet regularly with the school Principal to discuss agendas and School Council activities
- Establish additional School Council meetings as required
- Represent the School Council at WRAPSC in the role of Assembly Representative
  - Optional but strongly encouraged
  - This may be delegated to another Council parent at the first meeting of the year, with the permission of the other Council members
- Notify WRAPSC, after the first Council meeting, who their WRAPSC Assembly Rep will be
- Consult with Board staff and Trustees, as required
- Work with the Principal to follow and establish election procedures for the following school year
- Maintain the School Council bylaws and ensures an annual review by the council
- Prepare an annual report to be submitted to the Principal for distribution to the school community and the WRDSB

The role of Vice-Chair, is usually that of a secondary role, deigned to assist and shadow the Chair, learning the role in preparation for a future term as Chair/Co-Chair.   .

TIPS FOR THE CHAIR

Congratulations and thank you for taking on the role as School Council Chair! Now what do you do? Here is a helpful checklist of things you can do to prepare yourself

Step	Complete?
Talk to the Principal and/or previous School Council Chair: ▪ They are your greatest source of help ▪ Ask about the past history of the School Council ▪ Ask if there are any outstanding issues from the previous year ▪ Ask the Principal to share the school site plan with you	
Meet the school secretary/office staff: ▪ Find out where you can receive Council mail from external sources or from the Board? ▪ Arrange for a mail slot in the school to receive mail or other information for your attention ▪ Find out how to send mail internally to school staff or externally through the Board's mailing system to other schools in the region ▪ Find out what the banking arrangements are for your Council ▪ Does Council have any money from the previous year? ▪ Does Council have their own bank account?	
Review the School Council Mission Statement if one exists: ▪ A mission statement is a tool to keep members "on track" with the work of the School Council and reflects the mission of the WRDSB	
Examine the bylaws of the School Council: ▪ Bylaws are a tool for running the business of the School Council with consistency and effectiveness ▪ Gain an understanding of them through discussion with your Principal and/or previous School Council members	
Obtain copies of last year's minutes, reports and past correspondence: ▪ This will give Council members insight into last year's activities ▪ Also provides a record of information, through experience gained by the previous Council, for organizing or repeating future events ▪ Review the School Council Timelines document and adjust as needed	
At your first meeting, you might: ▪ Ask each School Council member to present his/her goals and objectives to School Council for the upcoming school year ▪ Another option is to hold a brainstorming session at the beginning of the school year to highlight 3 or 4 priorities for your Council	

ROLE OF THE WRAPSC REPRESENTATIVE

Please refer to this document's section on WRAPSC.

School Council Chair is asked to notify the Assembly of who will represent the individual Council after the first meeting.

The role of the WRAPSC rep is:
- Optional but strongly encouraged by the Board
- Automatically assigned to the Chair but may be delegated to another parent with the agreement of Council
- The voting member. This role automatically comes with one vote, where a vote is required by the Assembly
- It is important to note that each school gets one voting member, however any number of parents can attend WRAPSC meetings, for information purposes
- The representative role can also be shared across multiple Council members, with the caveat that they only get one vote

Responsibilities include:
- Attend 6 meetings per year
- Where unavailable, arrange an alternate to attend in their place
- Represent the view and speak on behalf of their individual School Council, not their personal view
- Consult with other School Council members, before giving input on major issues
- When a vote is required by the Assembly, the rep has one vote on behalf of their School Council
- Communicate information and decisions from WRAPSC to their School Council at each meeting, as a regular agenda item
- May utilize the support and networking aspect of the Assembly on behalf of their School Council at any time if they require assistance

Full details about WRAPSC are on the Board's website.

ROLE OF OTHER OFFICERS

If other officers, such as a Co-Chair, Vice Chair, Secretary or Treasurer, are elected by the School Council, in accordance with its bylaw, the officers should work, in cooperation with the Chair, to perform the roles and responsibilities of their position.

ROLE OF THE TREASURER

Each school and School Council will be run differently, but it is important to recognize that all funds raised by School Councils are owned by WRDSB.

The main responsibilities of Treasurer are to ensure that funds raised by the Council are tracked separately and records are maintained. The Treasurer will also provide a report to the School Council regularly.

Here are some suggested first steps:

1. Consult with outgoing School Council Treasurer

2. Consult with administration for further information and to understand the financial reports in detail

3. Review the existing School Council bylaws

4. Review School Council meeting minutes from previous school year as posted on school website or ask your Principal for the paper/binder copy

5. Review WRDSB policies related to school funds and fundraising See **Appendix M: WRDSB Policies & Procedures - Parent Index**

6. Review the MOE School Councils: A Guide for Members, 2001

7. Review Education Act regulation 612/00 (School Councils and Parent Involvement Committees)

LESSONS LEARNED AS TREASURER:

1. Partner with Administration. Ensure that you are collaborating with the office administration staff member (and Principal) regarding the financial reports.
   - When new, schedule time with administration to build a collaborative relationship between yourself and the office administration staff
   - Set a schedule for when to receive the reports; a couple business days in advance of Council meetings is sufficient and allows time to ask any questions for clarity
   - Ask questions and take time to understand the financial reports

2. Take good notes. It is often necessary to refer back to previous discussions, decisions and financial records.
   - To each Council meeting, bring a copy of all previous month's Treasurer's reports, financial reports provided by school administration, and meeting minutes
   - During Council meetings, take note of discussions regarding fundraising and expenditures. Record and pull them forward accordingly if and when decisions are made and motions are carried
   - Review your notes against the draft meeting minutes once available to ensure congruency

3. Capitalize on technology.
   If possible, use a good computer program such as Microsoft Excel to create and maintain your reports. When using Excel for example, individual fundraising activity can be catalogued on separate tabs and then the totals rolled up into the main report page in summary format. Excel also allows you to easily account for the GST rebates that are realized.

4. Keep reporting simple. It is a challenge to design a method of reporting that is both comprehensive and easy for all members of Council to understand. See

5. **Table B: Sample Treasurer Monthly** Summary**.**
   - Record all receipts and disbursements on a running tally, and display respectively as Income and Expenditures
   - Carryforward balances from the previous school year are listed at the top of the report
   - The Income section of the monthly report is categorized with a summary of each fundraising activity
   - Details of each fundraising activity's debits and credits are recorded in detail in separate format, available at request and shared regularly with the Fundraising Chair
   - The expenditures section of the monthly report is broken down into previously reported expenditures and allocations.
   - The allocations section is used to record spending that has been allocated but not yet spent from the account.
   - This further allows the School Council to track activity and financial commitment
   - Allocations are also tracked separately to monitor total amounts allocated versus actual expenditures.
   - The income and expenditures are tallied to present a Total Available Funds amount at the end of the report.
   - This format has been very well received and rewarded with accolades on multiple occasions from the School Council members.

6. Consider the plan. School Councils will often have a long term plan detailing fundraising goals etc. Consult with the School Council Chair regarding this plan, as it is useful to keep the goals in mind when analyzing the report for council meetings.

7. Fundraising counts. Partner with the Fundraising Committee's chair to understand when to expect income and reconcile actuals to expected amounts. Keep the Fundraising Chair apprised of financial activity in the fundraising accounts, preferably in advance of Council meetings so that they can include the income/reconciliation in their progress reports.

TABLE B: SAMPLE TREASURER MONTHLY SUMMARY

ABC School – Financial Report
Month, Year

	DEBIT	CREDIT	Total	Notes
CARRY FORWARD				
Fundraising General Carryforward		1234.56		
BBQ Carryforward		510.27		
Lunch program carryforward		194.00		
Total Carryforward			**1938.83**	
INCOME				
*Treasures Books		2240.58		No change over last month
QSP		1678.82		+$268.36 over last month
Lunch Lady		221.00		
Total Income			**4140.40**	
EXPENDITURES				
Instrument repairs	-1,356.00			Approved May meeting
Puppet Performances (Gr K-3)	-250.00			Approved 2014-15 school year
BBQ - Tumblebus Deposit	-100.00			BBQ event in June 2016
Total New Expenditures			**-1706.00**	
Adjust for Running GST Rebates			**423.21**	
ALLOCATIONS				
Home reading	-750			Motion approved June 2015
Technology	-1200.00			Motion approved June 2015
Outdoor carts	-400.00			Orig $800, $400 spent for 1 cart
FDK outdoor play area	-2000.00			Approved Feb 17 Meeting
Total Allocations			**-4350.00**	
TOTAL AVAILABLE FUNDS			**446.44**	

TABLE C: SAMPLE TREASURER YEAR-END REPORT

BUDGET AND FINANCE

District School Board
Annual School Community Council Treasurer's Report

School: _____

For the year ending August 31, _____

Opening balance as of September 1, _____		$ _____ (A)
Add: Sources of Revenue	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
	Total	$ _____ (B)
Less: Expenditures:		
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
_____	$ _____	
	Total	$ _____ (C)
Closing Balance as of August 31, _____	(A+B-C)	$ _____

_____   _____
Principal   Date

_____   _____
School Community Council Chairperson   Date

_____   _____
School Community Council Treasurer   Date

ROLE OF THE SECRETARY

The secretary's primary role is to ensure that they thorough and accurately record the meetings held by School Councils.

The secretary should gather reports or relevant handouts to be included.

It is critical that minutes be completed in a timely manner, following the meeting.

After the secretary has completed the minutes, they are to be reviewed by the Chair/Co-Chair, before being distributed to the general Council for review.

Minutes should then be voted on and any amendments should be noted, as well as the approval.

STORAGE OF SCHOOL COUNCIL MINUTES

Maintain a copy of the School Council minutes at the school for examination, without charge, by any person. Minutes and records must be kept for four years.

See Sections:
Minutes of the Meeting
Guide for Recording the Minutes

See also:
Appendix F: Meeting Minutes Sample 1
Appendix G: Meeting Minutes Sample 2

ROLE OF THE TEACHER

This role is elected by the teaching staff of the school.

The role of the Teacher is to:
- Provide the perspective of a teacher in Council decision making and discussion
- Provide expertise as an educator to discussions related to the curriculum and educational practices
- Request input from other teachers with regard to School Council discussions where required
- Communicate the work of the School Council to all teachers at the school

ROLE OF SUPPORT STAFF

This position is elected by support staff.

The purpose of this role is to:
- Provide the perspective of a member of the school support staff in School Council decision making and discussion
- Provide expertise from their particular role in the school where applicable
- Request input from other support staff with regard to School Council discussions where required
- Communicate the work of the School Council to all support staff at the school.

ROLE OF THE STUDENT REPRESENTATIVE

Student membership on every School Council is required by the Ministry of Education.

- Elementary schools must have 1 student appointed by the Principal
- Secondary schools must have 1 enrolled student, appointed by the Student Council or elected if the school does not have a Student Council
- If the student is under the age of 18, they must obtain permission from a parent to be on Council
- It is not be appropriate to request the student's time during any instructional time
- Communication between the Chair and the student member can occur as with all other Council members

The role of the student representative is:

- Provide the perspective of a student in School Council decision making and discussion
- Request input from other students with regard to Council discussions where required
- Provide information about student organized activities and initiatives in the school
- Communicate the work of the Council to students at the school

ROLE OF THE COMMUNITY REPRESENTATIVE

At least one community member is required on School Council by the Ministry of Education.

- More than one may be appointed, if allowed by individual bylaws

The community representative is selected by the other members of School Council.

The community representative's role is:

- Provide the perspective of a member of the school community in School Council decision making and discussion
- Provide particular expertise and information from their own background to the School Council, where appropriate
- Assist in building community partnerships and relationships that enhance student learning

RECRUITING A COMMUNITY REP

- School Council should define & profile the community
- Make sure to take into account all the families in the school
- Identify where the needs of your community lie, which will help identify a community rep that will complement the School Council
- Community representatives do not have to live/work in the immediate school community
- Decide on who you will approach
- Authorize the Chair to invite them to be the community rep

Members might come from:

- Industry groups or associations e.g. Chamber of commerce
- Social agencies
- Health-care service organizations
- Non-profit organizations
- Senior citizens
- Parks and recreation department
- Cultural agencies and arts groups
- Service clubs
- Neighbourhood representatives

SCHOOL COUNCIL CONTACTS

Level of contact	Contact type	Contact details
Individual School	First point of contact should always be your school Principal	
	Useful websites to get help for School Councils, parents and students	See Appendix N: Online Resources
	A list of all WRDSB schools with links to school websites	http://www.wrdsb.ca/our-schools/schools/
	Contact info for school staff	http://www.wrdsb.ca/our-schools/schools/ Or via main office of the school
Regional Council (WRAPSC)	Online website	www.wrdsb.ca/wrapsc.
	Email the chair(s)	wrapsc@gmail.com
	Facebook	www.facebook.com/groups/WRAPSC/
Family of Schools	Each school is allocated into a geographic region and assigned a Superintendent of Student Achievement & Well-Being	http://www.wrdsb.ca/about-the-wrdsb/roles-and-responsibilities/superintendents-of-student-achievement-well-being/
Parent Involvement Committee (PIC)	Online website	pic@wrdsb.ca/pic
	Email the chair(s)	www.wrdsb.ca/pic
	Twitter	@PicWRDSB
School Board (WRDSB)	General email contact	info@wrdsb.on.ca
	Education Centre switchboard	(519) 570-0003
	Twitter	@wrdsb
	Executive staff	http://www.wrdsb.ca/about-the-wrdsb/roles-and-responsibilities/
	Trustees	http://www.wrdsb.ca/Trustees/Trustee-contact-information/
People for Education	Toll-free parent-support line	1-888-534-3944

LIABILITY INSURANCE FOR SCHOOL COUNCILS

School Council events, whether planned on the school grounds or not, are required to follow all MOE and WRDSB policies.

As per, School Councils - A Guide for Members section 5.9, members of School Councils are protected by the Boards liability insurance while they are working within the scope of their mandated duties for the Board.

"School Councils wanting to go beyond their duties and responsibilities as set out by the ministry, the Board, and the school may want to inquire about their liability. If in doubt, a School Council should seek clarification about what is and what isn't covered by the Board's insurance policy. This information can be provided by the Principal or a superintendent or other appropriate official at the Board office."

ONTARIO SCHOOL BOARDS' INSURANCE EXCHANGE (OSBIE)

OSBIE is the insurance company that provides coverage to many school Boards, including WRDSB.

School Councils are encouraged to refer to the OSBIE website for information that relates to School Councils.

ACCOUNTABILITY AND TRANSPARENCY

School Councils should always aim to be accountable and transparent by documenting and making available, online and in paper format, the following:

- Annual Report
- School Council agendas
- School Council minutes

ANNUAL REPORT

[Section 24 of the Education Act regulation 612/00](#) requires that each School Council prepare and submit an annual summary report to the school and to its Board.

The annual report does not need to be extensive, but should outline its achievements and activities (including fundraising).

Part of this process will be to work through an evaluation of the School Council's effectiveness. What worked this year? What didn't work? What should we do differently?

The Principal will ensure that this report is made available to all parents of the school and will be posted in an accessible location.

Possible things to include:
- School name
- Date of submission
- Opening statement by the Chair
- List of achievements
- Outline of activities
- Names and positions of members
- Dates of council meetings held
- Information on future meetings
- Financial statements, if council held fundraising events

PRINCIPAL PROFILE

PURPOSE OF THE PRINCIPAL PROFILE

The School Council, facilitated by the Chair and the Principal, may complete/update a **Principal Profile Form** at any time.

Periodically the WRDSB will consider the transfer and/or placement of a Principal to and from a school community.

These school council recommendations will provide input to senior administration in the development of the recommendations to the Board.

This input is one piece of the information used by the Board in making such decisions.

Developing a Principal Profile allows the school community to reflect on their school's goals, vision and/or mission. The leadership characteristics that would allow this vision/mission to be implemented can then be articulated.

It is important to emphasize that the profile acts as advice from the school council to be used by the Board when making principal transfers and placements.

It is recommended that the profile be updated as required.

PROCESS FOR THE PRINCIPAL PROFILE

1. Gathering Information
Developing a Principal Profile allows the school community to reflect on their school's goals, vision and/or mission. The leadership characteristics that

would allow this vision/mission to be implemented can then be articulated. It is important to emphasize that the profile acts as advice from the school council to be used by the Board when making principal transfers and placements. It is recommended that the profile be updated as required.

School councils may wish to consider the following methods for gathering and reporting information needed to complete the **Principal Profile Form**.

a) Hold a discussion focusing on one or all of the following questions:
   - What does our school stand for?
   - How are we unique?
   - Does our community have needs that are different from other communities?
   - When you think about the school, what are the positive features?

b) Ask each council member present to list two characteristics that would be important to have in a new administrator then, either have these compiled for discussion and decision, or post them and give every person present an opportunity to select the five they feel are most important. Discuss those with the most votes and come up with a final list.

c) Hold a discussion during which two lists are made that outline important things about the school and characteristics of an administrator that would be needed to maintain and enhance this vision.

d) Have each person list three to five characteristics they believe are important for an effective administrator of that school. Have each person meet with a partner, share their views and together come up with a list of characteristics. Have each group share their list of characteristics with another group and develop, by consensus, a final list of characteristics.

e) Complete the Principal Profile Form (**See Appendix L**).

2. Reporting Information

Regardless of the method used to gather information, the School Council may wish to use the Principal Profile Form (**See Appendix L**) to compile the input.

The completed form should be submitted to the Director's Office at the Education Centre.

The School Council may use letter/memo or other format to submit the information. You may also wish to present your report in person to the Superintendent of Education who is assigned to your school.

In this case your Principal will be able to inform you as to the name of the Superintendent you should be contacting to arrange a time to meet.

A written submission should also be forwarded to the Director's Office.

It is recommended that individual School Councils decide on an annual process for discussion regarding the profile and that revisions or updates be submitted prior to March 1st as transfers and placements may occur throughout the year.

The secretary of the School Council is asked to retain a copy of the profile or letter/memo with the council minutes.

3. Use of the Principal Profile

The profile will be kept on file and will be used as input by senior administration during the decision making process to determine the placement of a principal in a particular school.

Effective administrators are one of the key factors in effective schools, therefore, from among available personnel; the Board strives to make the best possible match between the skills of an administrator and the needs of the school and its community.

The profile may also serve as a vehicle for discussion at the school level regarding school goals and strategies for ongoing improvement of student learning.

SCHOOL COUNCIL TIMELINES

The school year is always a busy one and our School Councils have events, dates and deadlines to keep track of. In addition to many events etc., School Councils are required to meet at least 4 times per year.

TABLE D: SCHOOL COUNCIL TIMELINES DOCUMENT

Month	Event	Date	Element-ary	Second-ary
September	Principal must publicize the School Council election/ meeting, including date, time and location	At least 14 days prior to election date	✓	✓
	Send home nomination forms for School Council election	Within first 2 weeks	✓	✓
	Election of parent members of School Council should be determined by election or acclamation	First 30 days of school year	✓	✓
	Hold the first School Council meeting of the school year	First 35 days of the school year	✓	
	At the first School Council meeting, ensure executive positions are filled		✓	✓
	Choose at least 1 rep to attend the WRAPSC meetings		✓	✓
	Schedule a minimum of four Council meetings throughout the school year		✓	✓
	Advise WRAPSC (wrapsc@gmail.com) of the new representative		✓	✓
	Review, decide on and schedule council priorities for the year including annual reviews of Student Dress Code and Code of Conduct, establishment of various committees, events, etc.		✓	✓
	Review results of grade 10 literacy testing			✓
	Decide on fundraising events and dates (unless this was done at the previous school year's last meeting)		✓	✓
	Parent Involvement Committee (PIC) meeting		✓	✓
October	Attend first WRAPSC meeting of the year	First Tues of Oct	✓	✓
	Application for PIC membership due			
	Prepare handouts for School Council information table at parent-teacher interview night		✓	✓
	Review School Council bylaws		✓	✓
	Consult with Principal regarding timing of annual review of Student Dress Code (Policy 6010) and Code of Conduct (Policy 6001)		✓	✓
	Parent Involvement Committee (PIC) meeting		✓	✓
November	Attend WRAPSC meeting	first Tues of Nov	✓	✓
	Consider sending School Council representative to People for Education's annual conference (held in Toronto)		✓	✓
	Review EQAO Literacy test results			✓
December	Parent Involvement Committee (PIC) meeting		✓	✓
	Prepare a Welcome to School Council flyer for family of schools grade 8 parents' night			✓
January	Attend WRAPSC meeting	second Tuesday of January	✓	✓
	Review EQAO Grade 3 and/or Grade 6 test results		✓	
	Parent Involvement Committee (PIC) meeting		✓	✓

Month	Event	Date	Element-ary	Second-ary
February	Attend WRAPSC meeting	first Tuesday of February	✓	✓
	Have Council members start to complete the "School Council Input for Principal Placement" (aka Principal Profile) document for your school and submit to the Board	Due April 30th	✓	✓
	Review EQAO Math test results			✓
March	Parent Involvement Committee (PIC) meeting		✓	✓
April	Attend WRAPSC meeting	First Tuesday of April	✓	✓
	Attend annual PIC/WRAPSC parent event		✓	✓
	Begin initial draft of Annual Report			
	"School Council Input for Principal Placement" (aka Principal Profile) is due to the Director's Office by the end of the month	Due April 30th	✓	✓
May	Attend last WRAPSC meeting of the school year	First Tuesday of May	✓	✓
	Parent Reaching Out (PRO) grant. Check the Ministry website at for most current dates and information	Mid-May, usually	✓	✓
	Review and provide input for next year's school parent registration handbook		✓	✓
	Prepare School Council handouts or flyers for new kindergarten, grade 7 (senior elementary) or grade 9 (secondary) parent information nights		✓	✓
	Consult with School Council regarding Annual Report, to be completed and sent to the Board, Principal and all parents		✓	✓
	Approve fundraising wish list for the next school year		✓	✓
	Parent Involvement Committee (PIC) meeting		✓	✓
	Finalize Annual Report		✓	✓
June	Submit Annual Report to the Director's Office at the Board and to Principal		✓	✓
	Submit Annual Report for inclusion in following September registration package		✓	✓
	Review nomination form for next year's election process		✓	✓
	Determine date, time and location of next year's election		✓	✓
	Review possible School Council meeting dates for the next school year		✓	✓
	If possible, prepare an event calendar for next year, so that anything (like tables) can be booked. This often needs to be done a year in advance		✓	✓
July				
August				

COMMUNICATING WITH YOUR SCHOOL COUNCIL

Effective communication with a wide range of audience members can be a challenge. People like to communicate in multiple and differing ways, and it is up to you as Chair, to incorporate a variety of means to keep the lines of communication open and flowing.

1. Establish a communications network to keep parents/community informed
   - Dialogue with the Principal the expectations regarding photocopying. Due to budgetary constraints, this may be an issue
   - All communication through the school, regardless of the medium (e.g. letter, phone dialer, notice Board outside etc.) must be reviewed and approved by the Principal

   Direct contact is most effective.
   - Perhaps ask School Council members to become class representatives and to be the contact person for the parents in their classrooms. To do this, a phone number disclosure agreement would need to be signed by the parents or a CASL approved electronic system would need to be utilized to collect contact information and send email
   - Publish School Council's activities, upcoming Council meetings and committee status updates in the regular school newsletter or on the school website.
   - Make these available to the community by having extra copies placed in local community centres.
   - Post the dates and agendas of meetings on the School Council notice Board or the notice Board outside the school if available.
   - Discuss with the student representative a preferred method of communication for students, and help to facilitate this process.

2. The Chair may want to survey parents and community to determine what talents/resources they can offer the school.
   - Keep a record of these on file at the school for School Council and staff to draw from throughout the school year.
   - Make parents and community a part of the process by surveying their priorities for School Council's specific goal setting, and then ask how they would like to support these initiatives.

3. Seek input from School Council members, parents and community. As a Council, select the goals that the School Council will undertake for the upcoming school year. Assign realistic timelines to meet the goals. Defer other goals to the following year.

4. Consider forming School Council committees to be task specific in carrying out the goals of the School Council.

SCHOOL COUNCIL MEETINGS

TABLE E: CHAIR'S MEETING CHECKLIST

Tips for Meetings	
Be prepared	▪ Know what you are going to do and why ▪ Know what your priorities are, the alternatives and the time frame ▪ Know who will give reports
Prepare an agenda	▪ To be done in consultation with the Principal ▪ Know what business will be conducted and in what order
Publicize the meeting	▪ Issue the meeting agenda via email or delivery via students one week in advance to all School Council members ▪ Encourage attendance of parents and community as observers or to give delegations
Hold the meeting	▪ Start on time ▪ If under an unusual circumstance, the Principal (or designate) is unable to attend a scheduled meeting, it would be appropriate to go ahead with the meeting. Caution against making motions/voting on items that should have the Principal's input before decision making occurs ▪ Direct the meeting toward the purpose established for the meeting
Delegate work	▪ Guide and lead the group; do not do it all yourself ▪ Form committees; take advantage of the talent and experience in your group
Do not cover too much ground	▪ Keep expectations realistic ▪ Plan your agenda so that sufficient time is set for priority items ▪ Always adjourn at the designated time
Learn by doing	▪ Not every meeting will run smoothly, but the job of chairing will become easier with each meeting
Summarize the meeting	▪ Review key actions and decisions ▪ Check that all School Council members have the same understanding of any decisions ▪ Review the time, date and location of the next meeting ▪ Make note of any items of new business to be included in the next meeting's agenda
Follow up	▪ Assess the effectiveness of a meeting occasionally. Use the information to improve future meetings ▪ Occasionally remind members to confirm their address, phone number and email address are correct on the attendance sheet.

CHARACTERISTICS OF EFFECTIVE MEETINGS

- The meeting had a purpose
- Participants have a sense of accomplishment
- Participants contributed to the discussion
- Participants were valued by others
- Creative ideas, alternatives or solutions were generated
- Participants were able to share different points of view
- Participants are committed to the decisions made and actions taken
- Participants are willing to work together again.

PROMOTING GOOD DISCUSSION AND CLEAR COMMUNICATION IN MEETINGS

Meetings are most successful and productive when School Council members listen and present effectively.

The key to understanding is listening. Six ways to promote good discussion in meetings: encourage, clarify, restate, reflect, summarize, and validate.

Ensure all members are given an opportunity for input; however it is recommended you also establish timelines in advance for discussions to keep the meeting length on target.

BASIC STEPS IN MAKING ANY DECISION

- Identify the issue or problem
- List the alternatives or solutions
- Explore and weigh the solutions
- Choose the best solution
- Plan to implement the solution
- Evaluate the results.
- School Council decisions can be determined either by consensus or by majority vote.

PREPARING THE MEETING AGENDA

An agenda is simply a brief outline of what you intend to discuss and in what order. A well planned agenda reflects the concerns and interests of your school community and is based on mutually defined goals.

The agenda helps to:
- Let your School Council members know how they might participate in the meetings
- Provide order and direction to the meeting
- Streamline and shorten your meeting
- Make the job of the recording secretary easier, thus improving the accuracy of the minutes.

PLANNING YOUR AGENDA

- Review previous minutes for items that are pending or should be reported on
- Schedule committee Chairs to report on their activities
- Schedule the WRAPSC and/or PIC representative to report on WRAPSC and/or PIC activities/news
- If your agenda is lengthy, you may wish to ask for reports in writing and attach them to the agenda, allowing time for questions at the meeting
- Work with the Principal to establish the agenda and make sure that everyone has the opportunity to prepare information for the agenda items. Avoid surprises
- The Principal may like to have an opportunity for a regular update on school activities
- Identify priority items and schedule them at the beginning of the "new business" part of the agenda
- For each item to be discussed, the time frame and the name of the

person leading the discussion should be provided

- Check each item on the agenda and determine what action is required
- Plan your time realistically; don't squeeze too many items onto the agenda. Set aside enough time for the important items. Other business may be postponed to another meeting, placed near the end of the agenda, or referred to a smaller committee. In your closing activities, allow for the assignment and a review of tasks
- Indicate when the meeting will start and end and stick to your schedule
- Before the meeting date, distribute via students or email the agenda to all School Council members and class representative
- At the beginning of the meeting, check if members received their agendas, and carry extras for those who do not have them. School Councils who have secretaries may wish to delegate this responsibility to this position

TYPICAL ORDER OF BUSINESS

Not all School Councils are run in a formal way and the sample agenda in **APPENDIX E: MEETING AGENDA** is a guideline from a typical meeting. Each Chair will set their own tone to some degree. However, having some kind of structure and consistency from meeting to meeting helps keep everything on track and lets Council members know what to expect.

1. Call to order
2. Welcome and introductions
3. Note members present, absent, regrets, Guest Speakers, Presentations/Delegations
4. Approval of minutes of previous meeting

5. Additions to the agenda (commonly recorded/ placed as New Business)
6. Business arising from the minutes
7. Correspondence (received/ sent out)
8. School Council members and Committee Reports, including Principal's report
9. New Business (items may be deferred to the next meeting)
10. Adjournment and mention future meeting dates

MINUTES OF THE MEETING

The minutes represent the history of the School Council. They serve as the official record of decisions, policy and past actions, and ensure that issues are not forgotten. They also serve as a reminder for action items. The Chairperson and Principal will find them valuable when preparing the agenda and checking the background of particular issues. Minutes can be posted once approved and accepted by School Council. Minutes should be available for four years.

GUIDE FOR RECORDING THE MINUTES

- Record date, time, place of meeting; list attendees/regrets, approval or corrections of previous minutes
- Record main ideas only (not an anecdotal record) and record action to be taken and by whom
- Summarize, and make minutes brief and accurate
- Record decisions & actions to be taken
- Note correspondence received and sent and any action to be taken
- Note program speaker, topic, name(s) of anyone making a presentation
- Note date, time and place of next meeting

SPACE FOR SCHOOL COUNCIL MEETINGS

As per Education Act regulation 612/00, section 12(5), School Councils are entitled to hold their meetings at the school, and it is expected that there will be no charge for the use of school space for this purpose.

School Council meetings must be open to the public, as per Education Act regulation 612/00, section 12(4). This meeting location(s) must be accessible and convenient to all members of the school community, including those with disabilities.

The meeting space should be set up in a way that encourages participation, and all the necessary equipment and supplies should be readily available so that the meeting can proceed with minimal interruption.

The meeting space should be generous, and tables should be provided for council members. Tables and chairs should be arranged in such a way that council members can see each other when issues are being discussed.

COMMUNITY USE OF SCHOOLS

Planning an event? Organizing a sports group? Need a meeting space?

With 117 schools, WRDSB has numerous convenient locations waiting for your group: gymnasiums, auditoriums, cafeterias and school grounds are available for rent in the evenings and on weekends during the school year.

Website: Community Use of Schools or call Rentals at 519-570-0003 x4356.

SUBCOMMITTEES

If the School Council decides to establish a subcommittee structure, care should be taken to avoid fragmenting the School Council as a whole. For example, a fundraising subcommittee should not assume so much responsibility for fundraising that the whole School Council seldom addresses this topic. The entire School Council should agree upon the scope of the committee, its purpose and guidelines for operating and when the committee needs the approval of the whole School Council before acting.

Make sure the committee members are clear about the purpose and the expected outcome and deadlines. School Councils are responsible for the actions of subcommittees.

All subcommittees should report regularly at School Council meetings. See also Education Act regulation 612/00 related to any subcommittees that you wish to establish.

The School Council may wish to establish some bylaws (for actual samples, see **Appendix A – Sample Bylaws)** about the operation of subcommittees, including the requirements for reporting to the School Council, of gaining approvals and so on, particularly when the subcommittee is involved in financial decisions.

PURPOSES AND FUNCTIONS OF SUBCOMMITTEES

Subcommittees are useful in helping to increase participation and to enable the School Council to accomplish its goals.

They help to expedite the work of the School Council and to make the School Council more efficient.

- Subcommittee topics should reflect the priority activities of the Council
- Subcommittee composition should reflect members' interests and knowledge
- Subcommittees usually conduct more detailed work than is possible during Council meetings, advise and recommend action to the Council, and keep the School Council informed of the trends and developments in a particular area
- Subcommittees may include people who are not members of School Council but must include at least one parent/guardian member of the School Council (as per Education Act regulation 612/00)
- Subcommittees should appoint a Chair and Secretary from among their members to provide leadership and record keeping
- Subcommittees sometimes establish subcommittees to address a part of their task. In this case it is recommended that a member of the committee sit on the subcommittee in order to maintain communication

Subcommittees may take various forms including "standing" or "ad hoc".

Standing subcommittees:
- Are a permanent committee, which deal with ongoing Council programs and business
- Deal with issues such as:
  o School Environment
  o Program/Curriculum
  o Communications
  o School Community Relations
  o Parent Education Initiatives
  o Fundraising

Ad Hoc subcommittees:
- Are formed to address a specific identified need, often short term, and will end when their work is completed
- Might deal with issues such as:
  o School Traffic or Safety Problems
  o Parent Survey
  o Child Care
  o Vandalism
  o Special Events
  o Dress Code

SCHOOL PROFILE

Ask your Principal if your school has a school profile. If one does not exist, consider developing a school profile, as it can be a useful exercise to help direct and prioritize the activities of the School Council and educate Council members.

A school profile, once developed, needs to be kept current. Additional clarification can be found in the Ministry of Education handbook, section 3.

The school profile might include the following:
- Mission statement or outline of the school's philosophy
- Description of the school's values and beliefs
- School's development plan, including goals, successes, areas of focus
- Highlights of the school including practices, accomplishments, staff and student involvement in the community, staff and student achievement, special features, extracurricular activities
- Facts about the school and the community
- Opportunities for involvement of parents
- Other information.

SCHOOL COUNCIL HISTORY

One of the most difficult factors School Councils have to deal with is the constant change of membership and chairs. Past Council experience can save your present Council time, frustrations and even money. Past Councils, have also made decisions that affect your present Council. Unless a contract has been signed, the present year's Council can revisit past Council decisions.

Some suggestions are:
- Read past year's minutes
- Review the School Council Timeline document and revise as necessary
- Provide an ongoing council Summary Sheet
- Provide Activity Reports
- Make up a School Council Goal Plan

SCHOOL COUNCIL TIMELINES DOCUMENT

The [School Council Timelines document](#) can be extremely valuable for the Council Chair. It is a monthly checklist of possible items their Council needs to attend to over the course of the school year. Additional dates/events can be added as needed by your Council.

See **Appendix K: School Council Timelines Document**

SUMMARY COUNCIL DECISION SHEET

This can be time consuming to initially set up, but can be a valuable tool for future Council chairs if kept up-to-date on a yearly basis.

Include on this sheet only Council decisions that that will affect future Councils. For example, perhaps your Council has decided to no longer fund tree planting at the school after doing so for a number of years. Make a note of it to avoid confusion. You may also want to make note of areas where your Council has a yearly responsibility.

See **Appendix H: School Council Decision Sheet**.

ACTIVITY REPORTS

Save valuable legwork by providing Activity Reports for events your Council has organized.

For example, if your School Council organizes the school barbecue every September, provide a report outlining what jobs were necessary to do the event, where purchases were made, etc. Future members will not have to start from scratch and can benefit from

past Council's successes and also mistakes.

Remember even though an idea was successful in the past do not continue the "tradition" unless your current Council is wholeheartedly willing to get behind the activity and someone is willing to organize the task.

SCHOOL COUNCIL FUTURE PLAN

Throughout the year, ideas may be contributed that the present Council is unable to fulfill. Council may feel this would be something that should occur the following year if possible.

Establish a list of suggestions for the following year's Council. This future plan can provide a new chair with ideas for brainstorming with the incoming Council as you set your year's priorities. Remember, these are suggestions only. Each Council decides on a yearly basis what they will and will not do.

See **Appendix I: School Council Future Plans Form**

WORKING AS A TEAM

Highly effective teams are composed of groups of committed individuals who trust each other; have a clear sense of purpose about their work; are effective communicators within and outside the team; make sure everyone in the team is involved in decisions affecting the group; and follow a process that helps them plan, make decisions, and ensure the quality of their work. To achieve this goal, you must first nurture it.

Plan one evening with members to discuss the information in this booklet, and to get to know each other. Time

spent on developing a sense of trust and purpose will bring your School Council rich rewards in its work.

NEEDS OF THE SCHOOL COUNCIL AS A TEAM

1. *Openness and trust.* The members of the School Council team must be convinced that their colleagues have the same commitment to the group goals as they do. They must feel comfortable expressing their views honestly, safe in the knowledge that their colleagues will be supportive.

2. *Clarity of purpose.* The Council team needs to know how it fits into the big picture. It needs to understand its relationships with the Board, WRAPSC, the school, and with the community. It needs to believe that the team's efforts will really make a positive contribution. In addition, the members need to know their respective roles, and need to support others in theirs.

3. *Communication.* This has several components, including how to handle conflict, the range of decision-making techniques at its disposal, and how members deal with each other, the school and the community between meetings.

4. *Involvement.* Teams are about partnerships, and begin with all of the members believing that their roles are important. Team members encourage each other to contribute, and treat those contributions with courtesy and respect.

5. *Focus on process.* It is not enough to have clarity of purpose and commitment if the skills needed to

work together effectively are absent. It is likely that members of School Councils are not all that familiar with group process. They need training in areas such as planning, how to participate effectively in meetings, and problem solving.

6. *Evaluate your progress.* Participate in a yearly evaluation of School Council activities and take action to ensure greater success the following school year.
See Section: **Annual Report**

SOLVING PROBLEM SITUATIONS

If a parent regarding a classroom-related problem approaches any School Council member:
- Advise the parent that his/her concern is not a School Council issue
- Explain that their issue is between them, their child and the school, and advise them to see the school's Principal. School Councils are in place to deal with school wide issues
- Call the school Principal and let him/her know what has happened. It is not necessary to offer background on the issue

See Section: **Addressing Concerns**

46

If a problem appears to be within the School Council jurisdiction (affecting the entire school):

- Establish or familiarize yourself with your School Council's process for introducing issues at a regular meeting

Here are some suggestions:
- You may offer to bring the issue to a School Council meeting to be included on the Agenda for possible action. Always assist the school's community in bringing issues to the table

- Advise the individual to speak to the Chairperson or Principal. The problem may be resolved before it even gets to the meeting. Call the Chairperson or Principal and let them know what has happened. It is not necessary to offer background on the issue

- Be accountable. Follow-up with a telephone call to the individual to ascertain that a resolution to the issue has been reached

If a self-interest individual or group attends a School Council meeting and proceeds to hinder the School Council's procedure and effectiveness:

- Refer to your bylaws for conflict resolution.

If after a School Council meeting, a second "complaint" meeting is struck in the school parking lot:

- As Chair, try to avoid this non-productive activity happening by inviting anyone who did not get their concern addressed at the meeting to meet with you after the meeting, or to set up a suitable time to meet

- If, in spite of this step, a meeting still takes place in the parking lot, make sure that people understand that they can call you or ask for the item to be continued at the next meeting. A certain amount of "venting" after a meeting is inevitable at times but too much feeds negativity, does not deal with the issues and can cause rifts in the School Council.

Communicating effectively is one of the most challenging things we do as human beings. School Councils are no different. We must communicate with each other, with the respective groups we represent, with the Board and with the Assembly and they, in turn, must all communicate with us. When communication works it makes for a very productive School Council.

ISSUES FOR INDIVIDUAL FAMILIES

School Council is not a place for School Council members or parents to pursue issues for their own child, or personal issues. The WRDSB has established a Process for Addressing Concerns for parents to follow if they have a concern of any kind about their child or the school.

WORKING TOGETHER AND COMMUNICATING AS A COUNCIL

Collaboration is hard work! As communication is a major challenge in all human relationships, it comes as no surprise that well-honed communication skills are essential to an effective Council.

Conflict is also a natural part of human existence, but it isn't always negative. A continually likeminded group can become stagnant and resistant to new ideas. Conflict can encourage people to find creative solutions.

Respect for each other, a willingness to be open to new ideas and solutions and trying hard to understand another point of view, are key to effective collaboration.

WORKING IN COLLABORATION WITH THE PRINCIPAL AND STAFF

- The Principal and Staff of the school are professionals, and their expertise needs to be sought in educational matters. Parents also have expertise and desires for the students in the school and their input needs to be sought too
- The Principal is responsible for the day-to-day running of the school and while School Councils may advise on any issue, this responsibility needs to be respected. At the same time, Principals need to communicate their policies and rationale clearly to the School Council if required and be willing to consider changes
- Suggestions and input from School Councils are to be followed up by the Principal and a response given
- Communicate the needs of the community to the Principal through the Chairperson of the School Council. Trust, respect and open communication are the nucleus for an effective partnership. It is, therefore, important to the smooth operation of a School Council for these two individuals to establish a good working relationship early in the school year. If a conflict between the Principal and the Chair occurs that cannot be resolved, contact the Superintendent of Instruction for your school. They are the direct supervisors of the Principals and most involved with the schools. This is the practice for any parent/community member who is having difficulty working with a Principal. Members of WRAPSC may give advice on a personal level

but have no jurisdiction in the school or with Principals

- Establish an effective method of communication outside of regular meetings. The usual method of communication for School Council members is through its Chairperson. School Council members should meet with the Principal early on when a problem or concern arises. Problems should be addressed immediately, before they escalate
- Be very sensitive about issues of staff performance. Individual parent/guardian concerns should always be addressed through the Board procedure. School Council meetings should not be used for individual criticism or complaints about staff performance and the Chair must ensure that this does not happen. If there is an overall concern from a number of parents about the performance of a staff member then the Chair/School Council should raise this with the Principal and ask for a response at a future meeting. The Principal will not discuss an individual staff member but will discuss with the Council his/her process for dealing with performance issues
- Allow time for the Principal to prepare before bringing an issue to a School Council meeting. No one enjoys being put on the spot. The Principal will not want to disappoint a School Council member by being unprepared to give an answer
- Encourage the Principal and staff to speak frankly about any concerns that other staff might have about the decisions of the School Council so that this can be taken into consideration in decision making.

School Councils hate to be put on the spot too!

- Set up a convenient time to meet with the Principal. Inform the Principal of the topic you wish to address. This can be done verbally or in writing, and is a most effective method of communication prior to attending your meeting

INDIVIDUAL COMMUNICATION SKILLS

- Stop talking to others and to yourself and learn to still the voice within. Listening is an equal partner in communication, but it cannot be done while you are talking
- Carefully examine the other person's viewpoint. See if you can effectively summarize the points. You may find more to agree with than you imagine
- Look, act interested; body language gives meaning to what's said
- Don't interrupt; sit still past your tolerance; listen between the lines
- If you must interrupt, speak only affirmatively. Resist the temptation to jump in with an evaluative, critical comment while someone is expressing his or her point of view
- To ensure understanding, at key points in the conversation, rephrase what the other person has said
- When you speak, speak clearly and only to the issue being discussed.

GROUND RULES FOR FOCUSED GROUP DISCUSSIONS

- Think. Listen to what is being said. Understand by asking for specific clarification
- Say "yes" or "no," not "maybe". You cannot plan with "maybe"
- One Meeting/One Conversation. Nothing can be accomplished while multiple conversations are taking

place, and it is discourteous to the recording secretary

- Don't duck it. Resolve each issue before moving on to the next subject. Avoid leaving unresolved issues for the next meeting, leaving them to escalate out of proportion
- Consensus required. Can you live with the decision?
- Silence Gives Consent. If you have a concern, say so

CONSENSUS IN DECISION MAKING

- Everyone comes with an opinion
- Opinions probably vary
- Everyone shares their opinions
- One decision is made
- You may prefer own opinion, but you are willing to commit to and support the decision.

CONFLICT

Conflict has a good side when it is successfully resolved and can:
- Clarify an issue
- Open new issues
- Increase involvement of members
- Encourage growth
- Create more spontaneous communication
- Strengthen relationships

Conflict also has an ugly side and can:
- Divert energy from the task at hand
- Decrease productivity
- Destroy morale
- Polarize individuals and groups
- Deepen differences
- Obstruct cooperative action
- Create suspicion and distrust

See Section: **Addressing Concerns.**

RESOLVING CONFLICT

- Be hard on the problem, easy on the person
- Identify the source of conflict. Conflict usually occurs because of disagreement on facts, goals, methods, values, beliefs or ethics
- Identify contributing problems. Be aware of common stumbling blocks:
  o Is there misinformation or a lack of information
  o Ill-defined expectations
  o Hidden agendas, a lack of candor, an absence of trust
- Can the defined decision-making process be more effective?
- Do limited resources such as time or finances prevent seeking a solution?
- Human personality traits cannot be changed, only managed with diplomacy.

COMMUNICATING WITH PARENTS AND BUILDING A COMMUNITY

Communicating with the other parents at the school is an important part of a School Council's function.

A discussion should take place early in the year as to how that communication will happen and what vehicles will be used – telephone calls, newsletters, website, surveys, community newspapers and so on, as well as the **Annual Report** required by the Regulations. To some degree the vehicle used will depend on what you are communicating and what feedback you require.

School Councils should also talk about how they can help build a strong sense of community at their school. This benefits parents, the staff, the Principal and, most importantly, the students. It

promotes communication and involvement in the school and a sense of pride and ownership.

It is easier to do this in the elementary grades when parents are most involved in their children's lives but it should not be ignored at the Secondary School level.

Even if students do not want their parents in the school all the time at this age, community support of their activities and school is very important.

COMMUNITY BUILDING

- Offer a variety of special events, presentations and guest speakers throughout the school year (e.g. changes in the education system, social issues, parenting skills workshop, special day celebration, in-school science fair, fun fair, meet and greet the teachers night, curriculum night, skating party, pot luck supper…….)
- Education-related issues are important since they support the role of parents in their children's education. Parents and community best receive them if they are kept brief, perhaps as an opening presentation preceding a guest speaker
- Build family involvement in the school by organizing fun social events that involve parents and their children
- Facilitate at least one event each school year that invite parents and community to come in to the school and celebrate education. Guarantee a good turnout by involving the students in the event

- Create an opportunity for parents and community to come into the school. Early in the school year, display sign-up sheets for various School Council activities and committees. Encourage parents and community to sign-up and commit themselves to specific interests and timelines. Be appreciative of any time parents can commit to their children's education
- Involve your parents and community whenever and wherever possible. Do not do it all; you will exhaust your School Council's resources, and send parents and community the wrong message. Guarantee continuity and productivity by involving everyone
- Make parents and community feel welcome. Have members on hand to greet them whenever a School Council function is held at the school. Each School Council member is an ambassador for the school; they are a positive reflection of parent/community involvement. • Wear name tags to identify yourself as a School Council member at community events so people can approach you and ask a question.
- Make a presentation or display information about the School Council at events for parents – open houses for incoming students, meet the teacher night, kindergarten registration/classroom visits.
- Publish a brief informational brochure about your Council to give to parents registering at the school
- Talk to the Principal about establishing a School Council bulletin board at the school.

WHAT PARENTS AND THE COMMUNITY WANT TO KNOW FROM COUNCIL

- What the Council is doing and its purpose
- Who the members are, how to contact the School Council
- How they can be involved
- What are the issues that affect them and their children related to changes in education
- How the school's students are doing as a group

- How the students are faring in standardized tests
- What initiatives are engaging the school with other parts of the community
- What parents can do at home to help their own children

See also Appendix N: Online Resources for useful website links to get help for School Councils, parents and students.

WRAPSC - WATERLOO REGION ASSEMBLY OF PUBLIC SCHOOL COUNCILS

What is WRAPSC?
- It is an independent, parent-run, non-political organization
- Each School Council can have one voting representative to represent their school and any concerns it may bring forward
- Assembly Representatives meet periodically, run events, share information.

What does it do?
- Assists Councils in their work to improve student achievement and wellbeing
- Provide a single voice for School Councils on matters which impact all schools
- Provides a forum for exchanging ideas, concerns and best practices
- Provides Board staff and Trustees with an effective means to share information and consult with School Councils on current issues and future plans
- Provide community organizations an opportunity to communicate to a large audience of school representatives, with the goal of sharing that information back to each school community

Why attend?
- Be part of a larger group of parents other than your individual School Council
- Gain ideas for fundraising, educational projects, playground structures, etc., without having to do all the groundwork alone
- Learn how other Councils work, gain insight into running events or get advice from other Council representatives
- Gain a wealth of knowledge in terms of how the public school system works, and how you can help the children at your school succeed

Meetings are held the first Tuesdays of: Oct, Nov, Feb, Apr and May and the second Tuesday in Jan.

For additional information, please see:

Section: Role of the WRAPSC Representative

Appendix B: WRAPSC Promotional Materials.

More information can be found online or on Facebook or contact WRAPSC via email at wrapsc@gmail.com.

WRAPSC also has a shared public Google Docs drive where important information is available for all.

PIC - PARENT INVOLVEMENT COMMITTEE

"Parent engagement matters. Study after study has shown us that student achievement improves when parents play an active role in their children's education, and that good schools become even better schools when parents are involved. It is recognized that parent engagement is a key factor in the enhancement of student achievement and well-being."

Ontario Ministry of Education website

The Ministry of Education mandated that a PIC be established in all school Boards.

What is the PIC?
- Purpose is to support and enhance meaningful parent involvement at the Board level to improve student achievement and well-being

- Act as an advisory body to the Board to provide an important link to the Director of Education and Board Trustees

- Build parent engagement by providing information and advice to the school Board on parent engagement and communication

- Develop strategies and initiatives the Board can use to engage more parents to support their children's learning at home/school

- Share information with and support the work of School Councils and WRAPSC

- Support learning by hosting presentations and workshops on topics of interest to parents

- Host events to provide opportunities to network with peers, Board members and community groups

What does PIC do?
- Develop and recommend strategies that the Board can use to effectively communicate with, and engage, parents in their children's education
- Organize presentations and resources to help parents support their children's learning
- Embrace diversity and inclusion; address barriers to engagement
- Foster wellness and well-being in our students and families
- Communicate information from the MOE to parents

PIC membership includes:
- 10 parents: 5 sit on PIC only and 5 sit on both PIC and WRAPSC
- Director of Education
- 1 elementary Principal or VP
- 1 secondary Principal or VP
- 1 teacher representative
- 1 Board Trustee
- 1 community representative

For additional information, please see:
Appendix C: PIC Promotional Materials.

All are welcome to attend meetings held 6 times a year; details online.

Twitter @PicWRDSB
Email contact for PIC: pic@wrdsb.on.ca

SAFE SCHOOLS

"Building a safe, caring and inclusive school culture means teaching it minute by minute, day by day, integrating it into discipline practices and curriculum, using instructional models that provide practice in social and relationship skills and, most importantly, modelling it."

Vicki Mather

A safe, inclusive and accepting school environment is a necessary condition for student success.

Students cannot be expected to reach their potential in an environment where they feel insecure and intimidated. For more details see: WRDSB Policy 6000 "Safe Schools".

This is why the MOE and the WRDSB include parents and guardians in their strategies and consultation related to Safe, Caring and Inclusive Schools (SCIS) and why the WRDSB PIC recommends that you take an active role in this part of your children's education.

Relevant Safe Schools legislation:

Bill 212: Progressive Discipline and School Safety Act 2007

Bill 157 – Keeping our Kids Safe at School Act 2010

Bill 13 – Accepting Schools Act 2012

WHAT IS SCIS?

- Board and school activities are directed at creating a learning environment that is emotionally and physically safe for all school

community members (students, staff, family and community).

Some areas of interest include:

- Promotion of individual differences and diversity
- Respect for the WRDSB Code of Conduct which highlights expected standards of behaviour
- Engagement by staff, students, family and community in supporting a whole school approach
- The development of positive and productive relationships among all school community members.

More information can be found on the Safe, Caring and Inclusive Schools website. As well, the PIC website includes a section on SCIS Resources.

SCIS TEAMS

In 2015, PIC launched the SCIS Collaboration website to share resources and allow SCIS teams to discuss practices and share ideas.

The website is for "members only" so if you are part of an SCIS team, contact PIC at pic@wrdsb.ca to join.

SCHOOL BOARD TRUSTEES

WRDSB's eleven-person elected Board of Trustees is responsible for approving the policies and bylaws governing the Board's operations.

The Board of Trustees also ensures that the quality of education in Waterloo Region is maintained, and the educational goals and needs of all students are met.

Section 55 of the Education Act requires school Boards to provide for representation of student interests through the appointment of one or more secondary school students to a Board.

WRDSB has 2 student representatives who are selected each year by the Board-wide Association of Student Council Chairs.

It is the responsibility of Trustees to attend Committee of the Whole and Board meetings, which are held in the Board room of the Education Centre, 51 Ardelt Avenue, Kitchener.

All Board and COW meetings are open to the public. Anyone wishing to present to Trustees must follow Delegation Procedures.

For dates, times and agendas visit the Meeting Schedule page.

To contact the Trustees please see the WRDSB website: Trustees.

To see the current Student Trustees, see the Student Trustees.

OPSBA - ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

OPSBA advocates on behalf of the best interests and needs of the public school system in Ontario.

OPSBA is seen as the credible voice of public education in Ontario and is routinely called on by the provincial government for input and advice on legislation and the impact of government policy directions.

See also the Ontario Public School Boards' Association for information about Trustees.

OCT - THE ONTARIO COLLEGE OF TEACHERS

The Ontario College of Teachers (OCT) licenses, governs and regulates Ontario's teaching profession, in the public interest.

Teachers who work in publicly funded schools in Ontario must be certified to teach in the province and must be members of the College.

OCT has the following responsibilities:

- sets ethical standards and standards of practice
- issues teaching certificates and may suspend or revoke them
- accredits teacher education programs and courses
- investigates and hears complaints about members

You can find the qualifications and current status of every College member using the Find a Teacher database on the website at www.oct.ca or by calling 1-888-534-2222.

WRDSB COMMITTEES

WRDSB has a number of committees where Board Trustees and/or parents are appointed. More information is on the Board website: Committee Structure.

- Special Education Advisory Committee (SEAC)

- Discipline Committee

- Student Program Review Committee

- Board Audit Committee

- Parent Involvement Committee (PIC)

- Agenda Development Committee

- Student Trustee & Student Senate Mentor

- Equity and Inclusion Advisory Group

- School Year Calendar Committee

- Accessibility Committee

- Ad Hoc Nutrition Committee

- Fiscal Task Force

- Huron Natural Area Advisory Committee

- Waterloo Education Foundation INC

- Early Years Advisory Group (EYAG)

- Mental Health Advisory Committee

SCHOOL YEAR INFORMATION

WRDSB specific school year information, including the current school calendar can be found on the WRDSB website: Our Schools.

This information including forms, calendars and general school information is now also available year-round on your individual child's school website.

Below the standard information will be any individual files and information about the school year that is provided only by that school.

Some key forms & information include:

- Director's Message: Welcome Letter
- Character Development
- Safe Arrival – Emergency School Closures
- Safe, Caring and Inclusive Schools (SCIS)
- Threat Risk Assessment Fair Notice Process
- Parent Engagement: School Councils
- Elementary School Bus Safety
- Secondary School Bus Safety

PD - PROFESSIONAL DEVELOPMENT DAYS

Professional Development days are also known as PD Days.

Both elementary and secondary teachers have days allotted for professional development activities and in-service training.

When a PD day is scheduled, there is no school for students.

For specific dates, see the WRDSB website School Year Calendar.

OUR SCHOOLS

For a full listing of WRDSB schools, including addresses, website information, see [WRDSB: Our Schools](#).

COMMUNICATING WITH YOUR SCHOOL

Be involved in your child's education: research shows clearly that the home environment, parental interest and involvement in a child's education have a great influence on student achievement.

Every day parents, volunteers, teachers and support staff work together to provide the best education possible for all students.

To work together effectively, the relationship between home and school must be strong. This relationship can be strengthened through open, receptive and honest two-way communication.

DIGITAL COMMUNICATION

Subscribe for Updates using the WRDSB website including update and unsubscribe instructions.

VOICE COMMUNICATION

You can reach your teacher by calling the school and leaving a message in the teacher's voice mail. This sends a message to their email address and then can respond by calling you, sending home written communications or emailing you, however you indicate you'd prefer.

ADDRESSING CONCERNS

From time to time there may be a misunderstanding, a lack of communication, or a serious situation that needs attention. When this happens, everyone must work together to resolve the matter.

A parent/guardian has the right to express concerns, a teacher has the right to respond and the Board has an obligation to support students, parents and staff.
This is the WRDSB Process for Addressing Concerns.

CONTACTING AN INDIVIDUAL SCHOOL

To work together effectively, the communication between home and school must be open and honest.

Each school's website will have a list of their staff. You can reach your child's teacher by calling the school and leaving a message in the teacher's voice mail.

Alternatively, you can reach school administrators and teachers by email, using the following format:

first name underscore last name @ wrdsb.on.ca
e.g.: John Smith's email address would be john_smith@wrdsb.on.ca

CASL - CANADA'S ANTI-SPAM LEGISLATION

CASL came into effect in 2014 and affects how WRDSB, all schools, School Councils and parents communicate.

CASL prohibits sending any sort of commercial electronic message via email/ text message unless the recipient provides specific informed consent to receive these types of messages and the message contains certain pieces of prescribed information.

To get communications from the Board and school websites by you can fill in the "Get News from this Website" form to get notifications when news is posted to the website. More [CASL](#) information on the Board website.

TRILLIUM

Parents/ guardians can register to add your email address to your child's contact record within the Student Information System (Trillium). Students over 18 can update their own records.

SCHOOL DAY

This is a service available for some WRDSB schools; intended as an electronic means to communicate & pay for school items, amongst other things.

SCHOOL COUNCIL WEBSITE

Each school's website should have a tab for "School Council", where important information, dates, minutes and agendas can be posted.

All content must be approved by the School Council and principal before being published.

Only the website administrator (WRDSB staff/admin) can access these pages and post content.

SOCIAL MEDIA

The Board and its schools communicate through a variety of social media accounts. Each channel is listed on the Board or school website.

Social Media (e.g.: Facebook, Twitter, etc.) can be a fantastic resource and communication tool. All Board and individual school social media accounts remain the property of WRDSB.

Since School Councils are part of the Board's operations, all social media accounts must be led by and have oversight by the individual school's principal.

Principals also require access to all social media accounts.

- A school council member will approach the principal to request a social media account
- The principal should provide support by working with Board staff to set up the account
- The principal and School Council representative will determine who will have access and communication protocols must also be established
- Information can be posted by the Principal, a school staff member or a designated School Council rep

As technology and social media continue to develop and evolve, so too will the regulations governing them. Always refer to the [WRDSB Policies and Procedures](#).

WRDSB and PIC both operate a Twitter account. (@wrdsb and @PicWRDSB)

PHONE DIALER

If Council is using the school's phone dialer system, use caution in the frequency of requests so your audience doesn't tune you out, and the workload on the school is reasonable.

Permission to use the dialer must be obtained through administration.

CURRICULUM

ELEMENTARY CURRICULUM

For information on the Ontario Elementary Curriculum, please visit the MOE website: Elementary Curriculum.

There you will find comprehensive information about what students are expected to learn in elementary school, as well as policy and resource documents.

SECONDARY CURRICULUM

The Board's website: Secondary School Information has lots of details including Magnet programs, graduation requirements etc.

For information on the Ontario Secondary curriculum, please visit the MOE website: Secondary Curriculum.

ASSESSMENT – MEASURING STUDENT PROGRESS

Assessing your child's learning occurs in a number of ways:
- Classroom Assessment
- Parent/Student/Teacher Conferences
- Report Cards
- Provincial Testing

The following information and more can be found at: Assessment: Measuring Student Progress.

CLASSROOM ASSESSMENT

Teachers use a wide range of assessment methods, applied in a variety of situations, in order to gather reliable information about student learning. For more information, please visit the Board's webpage for: Classroom Assessments.

PARENT/STUDENT/TEACHER CONFERENCES

See section: **Working Together: Parent/Student/Teacher Conferences**

REPORT CARDS

In 2010, the MOE published a policy document titled "Growing Success – Assessment, Evaluation and Reporting in Ontario Schools". Note: This document is available in a number of languages other than English.

In Sept. 2010, assessment, evaluation and reporting in Ontario schools are based on the policies and practices described in this document.

ELEMENTARY REPORT CARDS

All students in grades 1-8 receive:
- One Elementary Progress Report Card in November
- Two Elementary Provincial Report Cards – February & June

For more information see the Parent Guide to the Elementary Progress Report Card.

SECONDARY REPORT CARDS

All students in grades 9-12 received report cards based on:
- Semestered schools will send report cards home twice per semester
- Non-semestered schools will issue a report card three times per year

More information for secondary report cards can be found in the "Report Card Parent Communication Document".

PROVINCIAL TESTING

The Ontario MOE has mandated a program of provincial testing. Students across the province participate in testing in grades 3, 6, 9 and 10.
- Elementary testing
- Secondary testing

EQAO – EDUCATION QUALITY AND ACCOUNTABILITY OFFICE

EQAO designs the tests, scores student responses, and reports the results to the public. They assess how well Ontario's public education system is developing students' reading, writing and math skills and the information is used to help improve student achievement and ensure the accountability of school Boards.

Conferences take many different forms and occur throughout the year. Meetings, phone conversations and email can all be forms of conferences.

OPEN COMMUNICATION

Parents and teachers form an important partnership to encourage a child's success.

Open communication is necessary in making this partnership work for the benefit of students, families, teachers and the school. Parent/student/teacher conferences support and are supported by open communication.

PURPOSES OF CONFERENCES

- To discuss your child's learning
- To set goals together for learning
- To address issues that impact on your child's learning at school/home
- To provide information about your child's progress that is not covered by the report card

Teachers will share information about how your child is doing in school and what is being done to help your child learn. You're encouraged to share information that might help the teacher better understand your child's learning needs. Many schools ask that students also attend the conference. In these cases, students will often talk about their learning and share samples of work.

PREPARING FOR THE CONFERENCE

- Read your child's report card
- Discuss the report with your child
- Think about what questions you might want to ask

- Ask the school to arrange for an interpreter to attend the conference if one is needed

AT THE CONFERENCE

During the conference, you have the opportunity to:

- Discuss the grades and comments on your child's report
- Ask questions about your child's learning
- See work your child has completed
- Share information about your child that may affect learning (e.g., changes in behaviour, attitudes, likes and dislikes)
- Be involved in setting goals for your child
- Possibly reviewing your child's Individual Education Plan (IEP)

QUESTIONS YOU COULD ASK

- What are my child's strengths?
- What does my child do well?
- What did my child do to achieve this grade?
- Where have you seen my child struggle or have difficulty?
- What are next steps for my child?
- How can we work together to improve learning?
- How can I help my child at home?
- How does my child relate to other children?
- How does my child get along with adults?

See also People for Education tip sheet for Parent-Teacher Interviews, which is available in 15 languages.

FRENCH AS A SECOND LANGUAGE PROGRAMS

Canada has two official languages: French and English.

Ontario students in the public school system learn French as part of their comprehensive education. School Boards offer a variety of enhanced French programming for students who wish to improve their French language proficiency.

By learning another language, your child has the opportunity to study other cultures and may have more career options in the future.

FRENCH PROGRAMS AT WRDSB

Beginning in grade 1, students have access to French language programs through the Core French and French Immersion pathways.

At the secondary level, Core French is available to all students, while Extended French and French Immersion are available to those students who participated in the French Immersion at the elementary level.

More information about the French Programs can be found online.

SCHOOL BUS SAFETY

Every school day, [Student Transportation Services of Waterloo Region](#) is responsible for the safe transportation of approximately 21,000 WRDSB students to and from school on close to 820 school bus routes, on municipal transit and taxis.

See [Student Transportation](#) for more details.

SEAC - SPECIAL EDUCATION ADVISORY COMMITTEE

Each school Board is mandated to have a Special Education Advisory Committee (SEAC), in accordance with the Education Act, Section 464/97.

SEAC is made up of parents, representatives of local agencies, other community groups and Trustees of the Board.

It was established to make recommendations to the Board about any matter related to the establishment and development of special education programs and services for students with exceptional needs.

SEAC is committed to:

- The most enabling environment for all exceptional pupils
- A range of placement options in response to student needs, in consultation with parents
- The provision of resource staff to support the development and delivery of high quality programs for exceptional students

- Collaborative planning among special education resource staff, regular staff, students and families
- Providing parents with the information they need to make appropriate choices.

SEAC members are available to parents:
- To act as a resource to parents of exceptional students
- To provide information for the Identification, Placement and Review Committee (IPRC)
- To be a resource for schools and the community
- To act as a resource for workshops held by various associations, school Boards and schools to address the needs and concerns of exceptional students
- To advise the Board in the provision of programs for all exceptional students

Please see the Board website for more information on SEAC.

WELCOME TO YOUR DISTRICT SCHOOL BOARD

Waterloo Region District School Board (WRDSB) operates 100 elementary and 16 secondary schools and [Contact Information](#) is found online.

VISION

What we want to achieve: **Inspired learners – Tomorrow's leaders.**

MISSION

Our Mission describes the fundamental reason we exist and our over-arching goal: **WRDSB prepares, challenges and inspires learners to be engaged, connected and contributing global citizens.**

WHO DOES WHAT?

The Board's [Roles and Responsibilities](#) can be found online.

BOARD MEETINGS

WRDSB welcomes visitors to its regular Board and Committee of the Whole meetings.

The WRDSB holds their monthly Board meeting on the last working Monday.

Committee of the Whole meetings are held on the second and third working Mondays of each month. (If one of those Mondays is a holiday, then this schedule changes.)

Meetings are held in the Board room of the [Education Centre](#) at: 51 Ardelt Ave Kitchener, ON N2C 2R5

To confirm dates and times please see the [Board Meetings webpage](#).

DELEGATIONS

Individuals, organizations and groups are welcome to speak to the Board as a delegation.

In accordance with Board bylaws, at regular Board meetings, delegations speak only to matters relevant to items listed on the agenda. All other presentations will be scheduled at Committee of the Whole Meetings.

You may register as a delegation by:

Calling during business hours:
Jayne Herring
Manager of Corporate Services
(519) 570-0003 x4336

Online at: Delegation Form.

You should register by noon on the Thursday prior to the meeting.

More information can be found online at Delegations.

BALANCED SCHOOL DAY

The WRDSB elementary school day is organized as a Balanced School Day.

The day begins with an instructional period followed by a 40 minute nutrition/activity break, another instructional period and another 40 minute nutrition/activity break and a final instructional period, followed by dismissal for the day.

It has been found that the day organized this way promotes a better learning environment, effectively meets the nutritional needs of students and provides quality time for physical activity and play.

FULL DAY KINDERGARTEN (FDK)

The WRDSB offers Full Day Kindergarten in all 100 elementary schools.

More information is online at FDK.

PEOPLE FOR EDUCATION

People for Education is an independent organization working to support public education in Ontario.

They believe that well-equipped publicly funded schools, with a well-rounded curriculum, provide young people with the best chance for a bright future.

This organization aims to:
- Monitor the publicly funded education system through participatory research and policy analysis

- Educate parents and policy-makers about the impact of education policy on children and youth

- Engage parents to become active participants in their children's education

Some of the helpful resources provided:
- An active network of parents and community organizations

- Conduct and report on an annual survey of Ontario schools

- An annual conference open to parents, educators, Trustees etc.
  o To encourage participation, subsidies are available for babysitting, accommodation, travel and conference fees

- Operate a toll-free parent-support line at 1-888-534-3944

- Provide representation at a number of government policy tables

- Numerous tip sheets for parents, in up to 15 different languages

Check out their web site for useful information online at: People for Education.

FUNDRAISING AND USE OF FUNDS

Contrary to popular belief, fundraising is *not* the primary job of School Council.

However, if your School Council does conduct fundraising, it is imperative to understand that all fundraising activity must follow MOE and WRDSB policies and procedures; it must be approved by the school Principal and all money raised is the property of the WRDSB.

WRDSB Procedure 4690 section 2, describes the meaning of "School Council funds" as:
- School Council Funds arise from fundraising, collections, commissions and rebates at the school itself.
- The money is normally under the control of the School Council members.
- Funds can either be combined with school funds in #2 above where they must be kept in the school's bank account or alternately must be kept in a separate bank account.
- In either case, a separate accounting is maintained for council funds.
- Disbursement decisions are made by School Council.
- Records are kept by the school or the School Council.

Section 4.4 describes responsibility as:
- "The executive committee of the Council School is responsible and accountable for School Council funds."

There are lots of other details in this procedure about how to handle the money, but not much on how to make the decision and what to spend it on.

Also check the Ministry of Education Fundraising Guidelines.

Funds raised through fundraising must complement and not replace public funding for education and cannot support items funded through provincial grants or capital projects.

The school community must be made aware of how the proceeds will be used.

No person (staff, volunteers or student) should benefit materially or financially from the fundraising activity.

TYPES OF FUNDRAISING

Fundraising comes in a variety of formats and activities. Below are some methods of fundraising, which schools can consider:

1. Sale of Products
Most common form; selling a product to receive a portion of the proceeds. Many options are available and often depend on how much volunteer work is needed to run an effective campaign.

2. Donations
Gifts of products, services or funds to support a specific activity. Oftentimes, councils will approach companies for a donation of a product or service for use in a raffle or silent auction event.

3. Grants
Businesses, community organizations, governments and others generously help to support schools and School Councils by offering grants.

Grants can be tricky; sometimes the hardest part is just finding out about the opportunities that are in your community.

Typically Council must apply for the funds through an application process.

See Section: **"Applying for Grants/ Funding".**

For a listing of all relevant fundraising policies and procedures, see **Appendix M: WRDSB Policies & Procedures – Parent Index.**

Reference Policy and Procedures for more information around fundraising and funds raised through fundraising.

Policy 4017 – Fundraising
Procedure 4690- School Funds

FUNDRAISING TO HELP OTHER SCHOOLS

WRDSB Procedure 4690, Section 4 states: "Not all schools/communities are created equally. As a result, not all schools have the same capacity to conduct fundraising activities; therefore some schools may have resources which exceed those available to students at other schools.

Schools are encouraged to consider assisting other schools whenever possible and as deemed appropriate by the school community.

Funds raised may be forwarded directly to a targeted school or contributed to a central fund through the Waterloo Education Foundation, Inc. (WEFI) to be distributed as determined by the fundraising school."

APPLYING FOR FUNDING/GRANTS

One method of fundraising is by obtaining funds through a **grant**.

A grant is a monetary or in-kind offering by a company or organization, to help with a wide variety of initiatives.

Finding a potential grant can take some digging but can be so worthwhile!

When you find a grant that you want to apply for, read and then re-read the instructions carefully as every grantor's requirements are different.

Writing a successful grant proposal means effectively communicating your project's objective, rationale, importance and suitability to the funder:

- State why your project is important and the problem you are going to address
- Define how your project fits with the funder's priorities
- Double check your writing for grammar and spelling. Ensure that word or page counts are within limits.
- Ask another Council member to review the proposal to make it even better!

There are two specific MOE grants that every Council should be aware of.

PARENT INVOLVEMENT (PIC) GRANT

All School Councils automatically receive Parent Involvement funds of $500from the Ministry of Education.

This grant is for events or activities to "engage parents in their child's education." Funds must be spent

between Sept. 1 and June 30 and must be reported to the Director of Education.

School Council does not have to apply for this grant. The funds are sent from the MOE to our Board, which then sends them via direct deposit to each School Council's GL account. Ask your school administration about these funds and how your council should handles submission and safekeeping of receipts.

PARENTS REACHING OUT (PRO) GRANT

These grants encourage parent engagement at the local, regional and provincial levels and are designed to support parents in identifying barriers to parent engagement in their own community and to find local solutions to involve more parents in support of student achievement and well-being.

There are two types of grants:
1. School Councils of publicly funded schools in Ontario (only) can apply for a school grant of up to $1K/year. Proposals must be approved by School Council through a motion.
2. Parent organizations, community organizations, PICs can apply for regional projects up to $30K/year.

If you are successful in getting a PRO grant, check the website for the dates in which you must hold the event and report back to the Ministry. Funds will be flowed following the receipt and acceptance of the final report.

Full PRO Grants details can be found online.

The following list is by no means inclusive, but here are some other grants we are aware of. Details, values and dates are subject to change so check with the grantor's website for specifics.

TABLE F: LIST OF GRANTS

Grant Name/ Grantor	Grant Details	Grant Value	Due Date
Region of Waterloo Community Environmental Fund (CEF)	Assists community members and organizations who wish to carry out projects that protect, promote, and enhance our natural environment. http://www.regionofwaterloo.ca/en/abouttheenvironment/abouttheenvironment.asp	Up to $3000	Dec
Kitchener & Waterloo Community Foundation	KWCF offers a variety of grants, each with its own deadline, qualifications and review process. https://www.kwcf.ca/investing/granting	Various	Various
Walmart Evergreen Green Grants	Walmart Canada and Evergreen have partnered to offer this national program, funding green-based community-based initiatives across Canada. http://www.evergreen.ca/get-involved/funding-opportunities/green-grants/	$3,500 $5,000 $10,000	Feb 2, 2015
Rotary Club of Kitchener Grand River	Provide grants to schools that have a high number of students in need e.g. funds are used to purchase epi-pens, send kids to camp, build playgrounds. http://www.rotary7080.org/kitchenergrandriver	$2000-$2500	Fe 28
MusiCounts Band-Aid Grant	Instrument grant provided to Cdn school music programs that have great potential yet are in need of funding to ensure their sustained growth. http://www.musicounts.ca/band-aid-application/	$5,000 and $10,000	November 13, 2015
S'cool Life Fund Grant	Must be a Canadian public elementary school (K-8), DREAMS: Drama, Recreation, Extra-Curricular, Arts, Music or Sports projects leaving a tangible legacy behind http://www.scoollifefund.ca/index2.php?id=3	Maximum of $3000	Jan 31, 2016
City of Kitchener - Community Environmental Improvement Grants	Environmental improvement projects http://www.kitchener.ca/en/livinginkitchener/EnvironmentalImprovements.asp	$5,000	Oct. 14

Grant Name/ Grantor	Grant Details	Grant Value	Due Date
Speak Up Grant	Projects give students a chance to get involved in making their school a better place to learn & taking action on the issues that are important. http://www.edu.gov.on.ca/eng/students/speakup/projects.html		
Indigo Love of Reading Grant	Qualifying elementary schools are those that are challenged by socio-economic factors that put their children at higher risk but are working hard to foster a culture of literacy despite the challenges. http://loveofreading.org/code/navigate.asp?Id=10	Various	Feb 13, 2015
Grand River Conservation Authority	Environmental & school-yard naturalization projects. http://www.grandriver.ca/index/document.cfm?Sec=34&Sub1=18	Up to $750 for schools	Feb. 27th
Toyota Evergreen Learning Grounds Greening Grant	Funds community and school greening projects. http://www.evergreen.ca/get-involved/funding-opportunities/green-grants/	Up to $3500	3 dates: Sept, Dec, March

VIEWING MOVIES IN SCHOOLS

What are the rules and regulations regarding the viewing of movies in schools?

INSTRUCTIONAL DAY VIEWINGS

Changes in the Canadian Copyright Act mean that schools or school Boards are no longer required to purchase special licenses for showing movies in schools provided that the viewing is:
- on school property
- not for profit
- to an audience comprised mostly of students or staff
- for educational purposes, and
- made from a non-infringing copy (i.e. copyright compliant version).

The change means that almost every viewing within the regular school day is now covered by the Copyright Act, and that special licenses are not required.

Reporting of movies watched in schools is also no longer required.

FAMILY MOVIE NIGHTS

A small number of schools perform movies after regular school hours that may or may not meet all of the criteria described above.

WRDSB Library & Resource Services purchased a license with Criterion Pictures (formerly Visual Education Centre - VEC) to expand our services.

The license allows WRDSB schools to: charge admission to viewings to raise money for school use access more than 1100 English and over 900 French language feature films view movies for non-educational purposes

Access to online streaming versions of Criterion Pictures' feature length films is through the WRDSB Library's Central Instructional Resources page.

Note: only movie distributors represented by Criterion Pictures are covered with this special license.

We recommend that schools show only movies available through Criterion Pictures for Family Movie Nights.

It is the responsibility of the schools to arrange licensing for movie viewings that are not covered by either of the terms above.

For schools that regularly use Family Movie Nights as a fund raising venture, Criterion Pictures offers schools the opportunity to purchase pre-release titles (first run films) and support for fundraising at a cost of $160 per site (special WRDSB price). This cost is to be assumed by the school or School Council.

RECRUITING FOR COUNCIL

"Volunteers are not paid; not because they are worthless, but because they are priceless."

Author unknown

How to recruit parents to School Council

1. Be visible& inviting!
   - Always have a visible Council display at school events, such as meet-the-teacher or open houses
   - Ensure an outgoing volunteer mans the booth and provides information and sign-up sheets
   - Encourage members to introduce themselves to other parents and talk about Council
   - Keep the Council bulletin Board up to date and interesting!
   - Welcome new parents at kindergarten or registration events
   - Put a sticker in the planner, to remind parents of upcoming Council meetings or events

2. Communicate!
   - Ensure CASL compliance, and maintain a mailing list of interested parents
   - Ensure parents know that everyone is welcome at Council meetings
   - Use your school's outdoor sign to communicate dates of meetings and events
   - Prepare an article for the school newsletter
   - Develop a School Council newsletter specifically

3. Tap into those around you!
   - Encourage Council members to bring a "buddy" to the next meeting
   - Ask teachers to recommend parents who might be good candidates for School Council

See also Sections:
"Parent Engagement"
"Retaining Council Members"

See also:
Appendix O: School Council Sample Brochure (Front)
Appendix P: School Council Sample Brochure (Back)

RETAINING COUNCIL MEMBERS

Once you have those parents in the door, the next step is to keep them!

At your Council meetings, be sure to:
- Create a welcoming, open, respectful environment
- Greet each person as they enter, thank them for coming
- Have each person introduce themselves around the table, child's grade, name, etc.
- Try to remember first names when possible - nametags are helpful!
- Ensure everyone is given equal opportunity to participate. If someone is quiet, try to encourage their participation
- Ask if there are questions
- Have copies of the bylaws available, so they can understand the responsibilities
- Encourage seasoned members to "buddy up" with a new person
- Accept each member's unique contribution and the amount of time they can give
- Try not to give a brand new parent a job that may be overwhelming
- Recognize people for their help
- Plan your meetings! Stay on topic, keep it informative, start/ end on time
- Consider rotating the night and/or location that meetings are held
- Provide babysitting for parents with young children. (Ask local secondary school students to help with babysitting and offer to sign off on their volunteer hours)
- Don't let personal agendas of individual parents dominate the meetings
- Develop an action plan for the council and/or subcommittees, and ensure everyone has a say
- Set up subcommittees to handle more detailed issues/events (i.e.: bbq, reaching our ESL parents, etc.) so that dialogue at Council meetings, can be summarized and brief
- Encourage Council "co" roles (i.e. co-chair, co-treasurers) so that when one member leaves, the person in the "co" role will have the skills and experience to take over
- Survey members for topics of interest or speakers they would like to recommend
- Make meetings fun - provide food or drink to help break the ice & encourage social time
- Communicate with the Council members; share information
- Develop your members by encouraging them to attend local events or conferences

See also Sections:
"Parent Engagement"
"Recruiting for Council"

TRANSITIONING TO GRADE 9

The transition between grade 8 and grade 9 can be difficult and confusing for students and parents.

What information do parents need to help ease this transition?

How can schools and teachers help provide that?

All secondary schools provide grade 8 information sessions in Dec. or Jan. to assist students in planning for their transition to Grade 9

All Grade 8 students are welcome to attend, including students registered in other school Boards and private schools.

PROGRAM OFFERINGS

This section contains information about the specialized programing available at WRDSB secondary schools.

Programs such as the following give students other ways to earn credits, re-engage in school, and access education.

- Co-operative education
- Specialized Co-operative education
- Dual Credit opportunities
- eLearning
- Fast Forward
- Ontario Youth Apprenticeship Program
- Board Designated Specialized programs (Magnet programs)

These programs help expand learning opportunities, foster a life-long appreciation for learning, and lead students to graduate.

Secondary School Information can be found on the Board website.

WHO DOES WHAT?

In Canada, public education is a provincial responsibility. This [People for Education Who Does What tip sheet](#) will help you understand the structure of Ontario's public education system and the roles played by schools, school Boards, and the Ministry of Education.

(MOE) ONTARIO MINISTRY OF EDUCATION

MOE is responsible for overseeing all aspects of Ontario's public education system.

[Ontario's Education Act](#) sets out the duties and responsibilities of the MOE, school Boards, supervisory officers (superintendents), Principals, teachers, parents and students.

The Minister of Education is appointed by the Premier, and is an elected Member of Provincial Parliament (MPP).

The Ministry is responsible for:
- Setting policies and guidelines for school Boards
- Allocating funding to school Boards using the Funding Formula
- Establishing the provincial curriculum (what students will learn in each grade) •
- Setting requirements for graduation (diplomas and certificates)
- Creating lists of approved text books and other learning resources

You can contact the Ministry of Education by calling 1-800-387-5514 or online at [MOE](#).

(EQAO) EDUCATION QUALITY AND ACCOUNTABILITY OFFICE

The EQAO is an independent government body that oversees the province-wide standardized testing in grades 3, 6, and 9 and 10.

It is responsible for:
- Developing and administering tests in reading, writing and mathematics
- Reporting standardized test results to the Ministry and the public
- Providing recommendations to improve test results

You can contact the EQAO by calling 1-888-327-7377 or online at [EQAO](#).

See also: **EQAO – Education Quality and Accountability Office.**

(OCT) ONTARIO COLLEGE OF TEACHERS

The Ontario College of Teachers regulates the teaching profession. Its responsibilities include:
- Establishing the requirements for a teaching certificate and setting standards for teacher training programs
- Maintaining a provincial register of qualified teachers
- Investigating complaints against teachers

You can contact the Ontario College of Teachers by calling 1-888-534-2222 or online at [OCT](#).

See also: **The Ontario College of Teachers**

SCHOOL BOARDS

There are 72 school Boards in Ontario, including:
- 31 English Public Boards
- 29 English Catholic Boards
- 4 French Public Boards
- 8 French Catholic Boards

School boards are responsible for:
- Deciding how to spend the funds they receive from the province for things like hiring teachers and other staff, building and maintaining schools and purchasing school supplies
- Deciding where new schools should be built and when and if schools should close
- Providing programs in schools such as special education, programs for newcomers and French Immersion
- Developing local education policy (e.g. safe schools, homework)
- Setting an annual balanced budget for the school Board
- Ensuring schools follow the rules set out in the Education Act
- Establishing a School Council at each school and a PIC for the board

See also: **Welcome to Your District School Board**

TRUSTEES

Trustees are elected to the school board during municipal elections and represent the interests of parents and students in their area.

See also: **School Board Trustees**

THE DIRECTOR OF EDUCATION

As the chief executive officer of the school district, the Director is the educational leader of the entire community.

The Director interacts with the Board and implements the Board's policies and directions with the support of the administrative structure, including Senior Superintendents, the Superintendents of Student Achievement & Well-Being, Principals and all employees.

Although the Board is responsible for policies, the Director supports the Board in policy development and the establishment of district-wide goals.

As such, the Director influences the district culture, which affects how parental involvement is viewed, encouraged and valued.

See WRDSB Roles and Responsibilities for more information about our Director and how to contact the Director's Office.

FAQ - FREQUENTLY ASKED QUESTIONS

Q: Our council wants to host a movie night. Do we need to purchase a license?
A: See our section on "**Viewing Movies in Schools**".

Q: Does the Council's teacher representative get a vote?
A: According to section 5.7 in the Ontario MOE School Councils - A Guide for Members, the school's staff reps (teaching and support) do get a vote but the Principal (or designate) does **not** get a vote.

Q: What is quorum at a Council meeting?
A: Quorum is established by each council. Some general guidelines related to quorum and a School Council meeting are:
- A majority of the current members are present
- A majority of members present at the meeting are parent members
- Without a quorum, issues may be discussed but council cannot consider or approve motions.

Q: How is the PIC different from WRAPSC?
A: WRAPSC is an informal advisory body, composed and operated by parents.
PIC is mandated by MOE with their composition, function & mandate set out in Education Act regulation 612/00.

APPENDIX A: SAMPLE BYLAWS

The following Schools Councils have provided their bylaws as examples.

These can be found in the WRAPSC shared public Google Docs drive where information is housed and available for all.

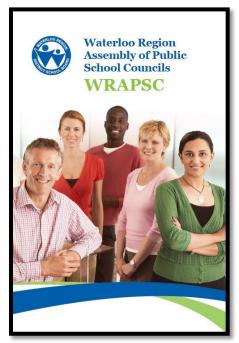Baden PS
Conestoga PS
Bridgeport PS
Forest Hill PS

The PIC Terms of Reference and PIC Bylaws are available online.

WRAPSC has their Charter online as well.

APPENDIX B: WRAPSC PROMOTIONAL MATERIALS

WRAPSC has promotional posters and brochures to communicate to parents. Each school should have a poster displayed in their School Council area and brochures available for parents to review.
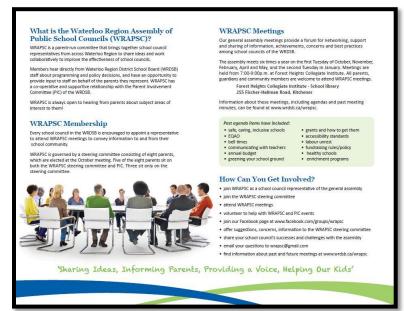
WRAPSC brochure: Front Cover

Waterloo Region Assembly of Public School Councils
WRAPSC

WRAPSC brochure: Back Cover

"Parent engagement matters. Study after study has shown us that student achievement improves when parents play an active role in their children's education, and that good schools become even better schools when parents are involved. It is recognized that parent engagement is a key factor in the enhancement of student achievement and well-being." – Ontario Ministry of Education website

Resources for parents:

WRDSB
www.wrdsb.ca

Parent Involvement Committee (PIC)
www.wrdsb.ca/pic

People For Education
www.peopleforeducation.ca

Ministry of Education
www.edu.gov.on.ca

Ontario Healthy Schools Coalition
www.ontariohealthyschools.ca

Ontario College of Teachers
www.oct.ca

Questions or comments?

www.wrdsb.ca/wrapsc
wrapsc@gmail.com
www.facebook.com/groups/WRAPSC/

Waterloo Region District School Board
51 Ardelt Avenue, Kitchener, ON N2C 2R5
519 570 0003 • www.wrdsb.ca

WRAPSC brochure: Inside Panels

What is the Waterloo Region Assembly of Public School Councils (WRAPSC)?

WRAPSC is a parent-run committee that brings together school council representatives from across Waterloo Region to share ideas and work collaboratively to improve the effectiveness of school councils.

Members hear directly from Waterloo Region District School Board (WRDSB) staff about programming and policy decisions, and have an opportunity to provide input to staff on behalf of the parents they represent. WRAPSC has a co-operative and supportive relationship with the Parent Involvement Committee (PIC) of the WRDSB.

WRAPSC is always open to hearing from parents about subject areas of interest to them!

WRAPSC Membership

Every school council in the WRDSB is encouraged to appoint a representative to attend WRAPSC meetings to convey information to and from their school community.

WRAPSC is governed by a steering committee consisting of eight parents, which are elected at the October meeting. Five of the eight parents sit on both the WRAPSC steering committee and PIC. Three sit only on the steering committee.

WRAPSC Meetings

Our general assembly meetings provide a forum for networking, support and sharing of information, achievements, concerns and best practices among school councils of the WRDSB.

The assembly meets six times a year on the first Tuesday of October, November, February, April and May, and the second Tuesday in January. Meetings are held from 7:00-9:00p.m. at Forest Heights Collegiate Institute. All parents, guardians and community members are welcome to attend WRAPSC meetings.

Forest Heights Collegiate Institute - School library
255 Fischer-Hallman Road, Kitchener

Information about these meetings, including agendas and past meeting minutes, can be found at www.wrdsb.ca/wrapsc.

Past agenda items have included:
- safe, caring, inclusive schools
- EQAO
- bell times
- communicating with teachers
- annual budget
- greening your school ground
- grants and how to get them
- accessibility standards
- labour unrest
- fundraising rules/policy
- healthy schools
- enrichment programs

How Can You Get Involved?
- join WRAPSC as a school council representative of the general assembly
- join the WRAPSC steering committee
- attend WRAPSC meetings
- volunteer to help with WRAPSC and PIC events
- join our Facebook page at www.facebook.com/groups/wrapsc
- offer suggestions, concerns, information to the WRAPSC steering committee
- share your school council's successes and challenges with the assembly
- email your questions to wrapsc@gmail.com
- find information about past and future meetings at www.wrdsb.ca/wrapsc

'Sharing Ideas, Informing Parents, Providing a Voice, Helping Our Kids'

APPENDIX C: PIC PROMOTIONAL MATERIALS

PIC has promotional posters and brochures to communicate to parents. Each school should have a poster displayed in their School Council area and brochures available for parents to review.

PIC brochure: Front Cover

PIC brochure: Back Cover

PIC brochure: Inside Panels

APPENDIX D: ATTENDANCE SHEET

		---- School Council 20-- School Year Attendance Sheet for ---, --, 20--		
	Role	Name	Email	Phone
1	Co-Chair			
2	Co-Chair			
3	Secretary			
4	Treasurer			
5	WRAPSC rep			
6	Principal/VP			
7	Teacher			
8	Support Staff			
9	Community Rep			
10	Student Rep			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

APPENDIX E: MEETING AGENDA

"School Name"

School Council Meeting Agenda

"Month/Day/Year"

"Time" in "Location"

1	Welcome and Introduction • Introduction of new members • Sign attendance sheet • Review and approval of agenda • Review and approval of previous minutes	15 min	All
2	Business arising from the minutes	5 min	All
3	Old Business/Updates	5 min	All
4	News • WRAPSC and/or PIC • Student Updates • Teacher Updates • Community Partnership • Other Correspondence	10 min 5 min 5 min 5 min 5 min	Assembly Rep Student Rep Teacher Rep Community Rep Chair
5	Principal's Report	15 min	Principal
6	New Business .	30 min	All
7	Question and Answer Period • Did everyone get a chance to talk? • Was the meeting good? • Any issues/concerns from parents, students or teachers?	10 min	Parents
8	Agenda Items for Next Meeting	5 min	All

Future Meeting Dates: School Council Meetings are generally held on the second Wednesday of the month at the school library from 7:00-9:00pm. Due to school breaks, meetings will be held on the third Wednesday of September, January and March.

Following are meeting dates for this school year: Sept. 18, Oct. 9, Nov. 13, Dec. 11, 2002 Jan. 15, Feb. 12, Mar. 19, Apr. 16, May 14, June 11, Sept 17, 20--

APPENDIX F: MEETING MINUTES SAMPLE 1

"School Name"

School Council Meeting Agenda

"Month/Day/Year"

"Time" in "Location"

Members Present:

Regrets:

	Agenda Item	Decision/Action Taken	Person(s) Responsible
1	Welcome and Introductions	Call to order: 7pm Welcome and introduction of guests	Chair
	Review and approval of agenda	[parent] moved that they be accepted [parent] seconded the motion. Carried	
	Review and approval of previous minutes	[parent] moved that they be accepted [parent] seconded the motion. Carried	
	Declaration of conflict of interest (if appl.)	Example: [member] declared conflict of interest regarding [ ]	
2	Business arising from the minutes	Example: Letter was sent to Minister of Education and Trustees regarding [ ].	Council members
3	Old business/updates	Example: [articles, bylaw amendments etc.] were circulated for council's consideration Motion made by [member], to approve the [ ]	Council members
4	News and Reports: WRAPSC/PIC update		WRAPSC/PIC Rep
	Student update		Student Rep
	Teacher update		Teacher Rep
	Community Partnership		Community Rep
5	Principal's Report		Principal /Vice-Principal
6	New Business	Examples: • Review of the EQAO Grade 'x' literacy test results and EQAO Grade 'x' math test results • School Council Training Workshop requirements • Input to School Dress Code policy by School Council • Results of feedback regarding the [] improvement plan	Council members to provide feedback to Principal. Council members to consider strategy to survey parents and provide comments for next meeting
7	Question and Answers		
8	Next Meeting Date	Wednesday, May 15 at 7pm school library	
9	Agenda Items for next meeting	• Results of feedback from literacy tests • Results of feedback from math tests • School Council goals/objectives	Principal to summarize comments, revise plan as appropriate for the council and provide info at next meeting
9	Adjournment	9 pm	

"School Name"

School Council Meeting Agenda

"Month/Day/Year"

"Time" in "Location"

Chair: "Name of Chair or Co-Chairs"

1. Welcome

2. Member Attendance: present, absent, regrets

3. Approval of Minutes of previous meeting.

4. Additions to the Agenda.

5. Correspondence (received and sent out):

6. Chair's Items:

♦
♦

7.   Principal's Items:

♦
♦

8. Committee Reports:

♦
♦

8.   WRAPSC Reports:

♦
♦

9.   Teacher Representative Reports:

♦
♦

11. New Business (items may be deferred to the next meeting if time doesn't permit)

12. Summary of Tasks

APPENDIX H: SCHOOL COUNCIL DECISION SHEET

This is intended to be an ongoing report to provide a quick summary of past School Council decisions that may affect your current Council.

School Council History Summary Sheet	
Year	Decision
1996	Sept: First School Council established in school.
2014	Signed two year photo company contract.
2015	
2016	
Etc.	

APPENDIX I: SCHOOL COUNCIL FUTURE PLANS FORM

"Name of School" Council Future Plans 20xx to 20xx	
Fall BBQ	Recommendation
Christmas Initiative	
Fundraising	Recommend Council's special events consist of t-shirt sales in the fall and a community event in the spring.

APPENDIX J: SCHOOL COUNCIL EVALUATION & FEEDBACK FORM

"School Name"

School Council Evaluation & Feedback

School year: 20xx to 20xx

We need your feedback and comments to assist the School Council in planning for the next school year. We're asking all School Council members to complete the following brief summary and return it by "M/D/Y" to the School Council mail box in ___ or via email to ____ or post mail to __.

For each statement, please check (✓) one response that most closely reflects your opinion.	Strongly Agree	Agree	Disagree	Strongly Disagree	No Opinion/ Don't Know
Overall, ___ School Council provides useful information and support for parents and our school community.	O	O	O	O	O
The meeting location ___ is appropriate.	O	O	O	O	O
The meeting date/time is convenient.	O	O	O	O	O
There were sufficient opportunities to provide input to the Principal and Board on key issues.	O	O	O	O	O
I know who to contact at School Council for help, input and/or advice.	O	O	O	O	O
The meeting topics & time allotted was appropriate.	O	O	O	O	O
There were sufficient opportunities to network with council members.	O	O	O	O	O
Please indicate whether the information provided in the following topics were valuable.					
Supporting student career planning and info on post-secondary programs	O	O	O	O	O
Grade xx-xx Parent Information Night	O	O	O	O	O
News, meetings, minutes and reports from WRAPSC	O	O	O	O	O
Math, English, Science Remediation Support	O	O	O	O	O
Long Range Pupil Accommodation Plan	O	O	O	O	O
Support for extracurricular activities and student activity fees	O	O	O	O	O
School Council Handbook and new School Council regulations and bylaws	O	O	O	O	O
Board budgets and program priorities	O	O	O	O	O
Student Dress Code, Code of Conduct	O	O	O	O	O
Violent intruder drill and other emergency safety drills. Safe and Secure Schools Act.	O	O	O	O	O
Student activity news and upcoming events	O	O	O	O	O
Parent newsletters	O	O	O	O	O
Other _____	O	O	O	O	O

What would you change to make the School Council more effective?

_____

_____

_____

_____

_____

_____

What did you like best about School Council during 20xx-20xx year?

_____

_____

_____

_____

_____

_____

Do you have any comments or suggestions for School Council?

_____

_____

_____

_____

_____

_____

Please complete if you would like to receive a summary of the survey results or reply on your comments/ suggestions.

Name:_____Phone#_____Email:_____

Thank you for your participation, and for taking the time to complete this evaluation.

APPENDIX K: SCHOOL COUNCIL TIMELINES DOCUMENT

Month	Event	Date	Element-ary	Second-ary
September	Principal must publicize the School Council election/ meeting, including date, time and location	At least 14 days prior to election date	✓	✓
	Send home nomination forms for School Council election	Within first 2 weeks	✓	✓
	Election of parent members of School Council should be determined by election or acclamation	First 30 days of school year	✓	✓
	Hold the first School Council meeting of the school year	First 35 days of the school year	✓	
	At the first School Council meeting, ensure executive positions are filled		✓	✓
	Choose at least 1 rep to attend the WRAPSC meetings		✓	✓
	Schedule a minimum of four Council meetings throughout the school year		✓	✓
	Advise WRAPSC (wrapsc@gmail.com) of the new representative		✓	✓
	Review, decide on and schedule council priorities for the year including annual reviews of Student Dress Code and Code of Conduct, establishment of various committees, events, etc.		✓	✓
	Review results of grade 10 literacy testing			✓
	Decide on fundraising events and dates (unless this was done at the previous school year's last meeting)		✓	✓
	Parent Involvement Committee (PIC) meeting		✓	✓
October	Attend first WRAPSC meeting of the year	First Tues of Oct	✓	✓
	Application for PIC membership due			
	Prepare handouts for School Council information table at parent-teacher interview night (See Sample Brochure)		✓	✓
	Review School Council bylaws		✓	✓
	Consult with Principal regarding timing of annual review of Student Dress Code (Policy 6010) and Code of Conduct (Policy 6001)		✓	✓
	Parent Involvement Committee (PIC) meeting		✓	✓
November	Attend WRAPSC meeting	first Tues of Nov	✓	✓
	Consider sending School Council representative to People for Education's annual conference (held in Toronto)		✓	✓
	Review EQAO Literacy test results			✓
December	Parent Involvement Committee (PIC) meeting		✓	✓
	Prepare a Welcome to School Council flyer for family of schools grade 8 parents' night (See Sample Brochure)			✓
January	Attend WRAPSC meeting	second Tuesday of January	✓	✓
	Review EQAO Grade 3 and/or Grade 6 test results		✓	
	Parent Involvement Committee (PIC) meeting		✓	✓

Month	Event	Date	Element-ary	Second-ary
February	Attend WRAPSC meeting	first Tuesday of February	✓	✓
	Have Council members start to complete the "Principal Profile" document for your school and submit to the Board	Due April 30th	✓	✓
	Review EQAO Math test results			✓
March	Parent Involvement Committee (PIC) meeting		✓	✓
April	Attend WRAPSC meeting	First Tuesday of April	✓	✓
	Attend annual PIC/WRAPSC parent event		✓	✓
	Begin initial draft of Annual Report			
	"School Council Input for Principal Placement" (aka Principal Profile) is due to the Director's Office by the end of the month	Due April 30th	✓	✓
May	Attend last WRAPSC meeting of the school year	First Tuesday of May	✓	✓
	Parent Reaching Out (PRO) grant. Check the Ministry website at for most current dates and information	Mid-May, usually	✓	✓
	Review and provide input for next year's school parent registration handbook		✓	✓
	Prepare School Council handouts or flyers for new kindergarten, gr 7 (senior elementary) or grade 9 (secondary) parent information nights (See Sample Brochure)		✓	✓
	Consult with School Council regarding Annual Report, to be completed and sent to the Board, Principal and all parents		✓	✓
	Approve fundraising wish list for the next school year		✓	✓
	Parent Involvement Committee (PIC) meeting		✓	✓
	Finalize Annual Report		✓	✓
June	Submit Annual Report to the Director's Office at the Board and to Principal		✓	✓
	Submit Annual Report for inclusion in following September registration package		✓	✓
	Review nomination form for next year's election process		✓	✓
	Determine date, time and location of next year's election		✓	✓
	Review possible School Council meeting dates for the next school year		✓	✓
	If possible, prepare an event calendar for next year, so that anything (like tables) can be booked. This often needs to be done a year in advance		✓	✓
July				
August				

WATERLOO REGION DISTRICT SCHOOL BOARD

SCHOOL COUNCIL INPUT

FOR PRINCIPAL PLACEMENT

NAME OF SCHOOL _____
                                    (Please print)

NAME OF CHAIR _____
                                 (Please print)

SCHOOL PRINCIPAL _____
                                      (Please print)

DATE REPORT COMPLETED _____
                                               (Please print)

**Complete and return to the Director's Office, Education Centre,
by April 30, 20xx, or email to xx**

1. Identify the school council priorities/expectations.

2. School Focus – Identify the special programs/innovations which your school provides to support student learning.

3. Identify any issue or concern for your school community which you would like taken into consideration when looking at leader transfers or changes for school.

APPENDIX M: WRDSB POLICIES & PROCEDURES - PARENT INDEX

The WRDSB policies and procedures can be found online.

Note that policies and procedures are reviewed by Trustees and staff regularly and may change at any time.

In order to help parents and School Councils find WRDSB policy and procedural information that pertain to a particular category, we have cross referenced various relevant keywords with relevant policies and procedures.

For example, if a Council was looking for information about "Fundraising", they would find the keyword in the first

column of the chart below, and then alongside that keyword, they would see the following references.

The Council could then go online to the policies and procedures webpage and look up each of the listed documents.

At times, the title of a policy or procedure as listed on the WRDSB webpage does not match the title of the policy or procedure once it is opened. In those cases, we have used the title on the policy or procedure itself.

*P = policy
*AP = procedure/administrative procedure

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
Aboriginal Education	P1013	First Nation, Métis & Inuit Voluntary Self-Identification
	AP1540	Religious & Cultural Days of Significance in Schools
	AP4270	Admission and Registration of Students
Accessibility	P1008	Equity and Inclusion
	P1010	Accessibility for Ontarians with Disabilities
	P2012	Access to Digital Resources and Technology
	P4009	Student Transportation
	P4017	Fundraising
	AP1580	Off-Campus—Categories I, II and III
	AP1630	Accessibility for Ontarians with Disabilities
Accommodation Review Committees (ARCs)	P3002	Elementary School Size and Configuration
	P4000	Pupil Accommodation Review (Consolidation or Closure)
	P4012	School Attendance Areas
	AP4260	Student Transportation
	AP4860	Pupil Accommodation Review
	AP4991	Boundary Studies
Adult Education	P6006	Adult and Continuing Education
	AP3050	Fire Drills
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing)

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
Advertising	P2007	Board Advertising Expense
Alternative Learning/ Modified Day	P6002	Compulsory Student Enrolment
	P6005	Alternatives in Education
	P6006	Adult and Continuing Education
	AP1180	Home Schooling
	AP1500	Drama Presentations on Human Sexuality
	AP1630	Accessibility for Ontarians with Disabilities
	AP2070	Identification, Placement and Review Committee (IPRC) Process—A Parent Guide
	AP2150	Individual Education Plan
	AP2320	Supervised Alternative Learning and Other Excusals from Attendance at School
	AP2340	Modified School Day
	AP4350	Enrolment Reporting
Anaphylaxis/ Allergies	P1001	Health Support Services
	P1006	Anaphylaxis Management
	AP1460	Administration of Medication
	AP1470	Anaphylactic Management Plan
	AP2020	Use of Service Dogs, Autism Service Dogs, Guide Dogs and Hearing Dogs by Students
Animals/Service Dogs	AP1630	Accessibility for Ontarians with Disabilities
	AP2020	Use of Service Dogs, Autism Service Dogs, Guide Dogs and Hearing Dogs by Students
Assessment	P2010	Assessment, Evaluation and Reporting
	AP1660	Assessment, Evaluation, Reporting Grades 7-12
	AP1670	Effective Use of Diagnostic Assessments
Attendance, Absence	P1005	Safe Arrival
	P1012	Faith and Religious Accommodations
	P4012	School Attendance Areas
	P6002	Compulsory Student Enrolment
	AP1160	Instructions for Temporary Student Withdrawal
	AP1170	Home Instruction
	AP1180	Home Schooling
	AP1230	Faith and Religious Accommodations
	AP1480	Pediculosis
	AP1520	Safe Arrival Program
	AP2000	Attendance Counseling Services
	AP2240	Absenteeism: Prolonged Absences and Temporary Withdrawals
	AP2320	Supervised Alternative Learning and Other Excusals from Attendance at School

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP2340	Modified School Day
	AP4130	Severe Weather Conditions (Bus Cancellation - Student Dismissal - School Closing)
	AP4270	Admission and Registration of Students
	AP4280	Admission of Non-Resident Students
	AP4300	Admission of Foreign-Born Students
	AP4350	Enrolment Reporting
	AP4810	Board Required Pupil Data in Trillium
Attendance, Elementary	P1005	Safe Arrival
	P4012	School Attendance Areas
	P6002	Compulsory Student Enrolment
	AP1010	Junior & Senior Kindergarten Registration
	AP1040	Out of Boundary Requests - Elementary Schools
	AP1520	Safe Arrival Program
	AP4270	Admission and Registration of Students
	AP4350	Enrolment Reporting
	AP4992	Temporary Student Accommodation for Development Areas
Attendance, Records	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1400	Families Seeking Shelter from Abuse
	AP1520	Safe Arrival Program
	AP2000	Attendance Counseling Services
	AP2240	Absenteeism: Temporary Student Withdrawal on Short-Term Basis
	AP4270	Admission and Registration of Students
	AP4280	Admission of Non-Resident Students
	AP4300	Admission of Foreign-Born Students & Immigration Documents
	AP4350	Enrolment Reporting
Attendance, Secondary	P4012	School Attendance Areas
	AP1030	Student Out of Boundary Transfer Requests—Secondary Schools
	AP1520	Safe Arrival Program
	AP4270	Admission and Registration of Students
	AP4350	Enrolment Reporting
	AP4992	Temporary Student Accommodation for Development Areas
BIPSA/SIPSA	P1013	First Nation, Métis & Inuit Voluntary Self-Identification
	P2007	Board Advertising Expense
Budget/	P1014	Freedom of Information and Records Management

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
Finances	P2002	Partnerships and Sponsorships
	P3000	Trustee Honoraria
	P3001	Travel, Meals and Hospitality Expenditures—Trustees
	P3003	Trustee Professional Development
	P4004	Emergency Needs—Expenditures
	P4005	Procurement
	P4008	Segregation of Duties and Signing Authority
	P4015	Procurement Cards
	P4016	Business Complaint Policy
	P4017	Fundraising
	P4018	Fraud Management
	AP4310	Total Integrity Plan (The TIP Line)
	AP4315	Fraud Management
	AP4380	Travel, Meals and Hospitality Expenditures
	AP4400	One-Over-One Approvals
	AP4420	Accounts Receivable
	AP4430	Deposit and Money Transfer Process
	AP34440	Loans to Schools or School Councils
	AP4450	Petty Cash
	AP4460	Procurement Cards
	AP4470	Student Activities Councils—Accounting
	AP4490	Waterloo Education Foundation Inc.
	AP4500	School Operating Budgets
	AP4530	Journal Entries—General
	AP4550	Budget Transfers
	AP4560	Annual Re-Alignment of School Operating Budgets
	AP4570	Procurement
	AP4580	Technology and Audio-Visual Equipment Procedure
	AP4690	School Funds
	AP4720	Accounts Payable
	AP4870	Permanent Closing of a School
	AP4960	Gift Cards and Gift Certificates
	P2004	Character Educ. & Social-Emotional Skills Development
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1035	Grade 8 to 9 Transfer
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP1280	Threat Risk Assessment
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP3760	Progressive Discipline
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
Bussing	P4009	Student Transportation
	AP1000	Partial French Immersion
	AP1030	Student Out of Boundary Transfer Requests—Secondary Schools
	AP1470	Anaphylactic Management Plan
	AP1490	Child Abuse
	AP1580	Off-Campus—Categories I, II and III
	AP1590	Transportation—Off-Campus
	AP2020	Use of Service Dogs, Autism Service Dogs, Guide Dogs and Hearing Dogs by Students
	AP3020	Flood Conditions
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing)
	AP4240	School Bus Evacuation
	AP4250	School Buses—Student Behaviour and Discipline
	AP4260	Student Transportation
	AP4910	Bus and Safety Patrols
	AP4930	Transportation Incidents—Response and Reporting
BYOD/ Bring Your Own Device	P2012	Access to Digital Resources and Technology
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
CASL (Canadian Anti-Spam Legislation)	AP4060	Board Email Protocol
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
Catchment Areas/ School Attendance Areas	P3002	Elementary School Size and Configuration
	P4012	School Attendance Areas
	P4013	Secondary Schools
	AP1000	Partial French Immersion
	AP1010	Junior & Senior Kindergarten Registration
	AP1030	Student Out of Boundary Transfer Requests—Secondary Schools

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP1035	Grade 8 to 9 Transfer
	AP1040	Out of Boundary Requests—Elementary Schools
	AP1400	Families Seeking Shelter from Abuse
	AP4270	Admission and Registration of Students
	AP4991	Boundary Studies
	AP4992	Temporary Student Accommodation for Development Areas
Character Education	P2004	Character Education and Social-Emotional Skills Development
	P2012	Access to Digital Resources and Technology
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
Childcare/ Early Learning	P2003	Early Learning and Care
	AP1040	Out of Boundary Requests - Elementary Schools
	AP3085	Safe Welcome Program
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing)
Closing Schools/ Opening Schools	P3002	Elementary School Size and Configuration
	P4000	Pupil Accommodation Review (Consolidation or Closure)
	P4001	Opening of New Schools and Additions
	P4012	School Attendance Areas
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing)
	AP4150	Plant Breakdown
	AP4860	Pupil Accommodation Review
	AP4870	Permanent Closing of a School
Code of Conduct	P6001	Code of Conduct
	AP1415	Use of Volunteers
	AP1570	School Councils
	AP1620	Alternative Suspension Program
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3760	Progressive Discipline
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4250	School Buses—Student Behaviour and Discipline
	AP4260	Student Transportation
	AP4310	Total Integrity Plan (The TIP Line)
	AP4315	Fraud Management

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP4360	Principles of Business Conduct for Board Employees
Communication	P1006	Anaphylaxis Management
	P1008	Equity and Inclusion
	P2001	Communications
	P2006	Consultation
	P2007	Board Advertising Expense
	P2009	Board Advocacy
	P2010	Assessment, Evaluation and Reporting
	P3004	Holding of Public Meetings
	P6001	Code of Conduct
	AP1450	Contagious/Severe Diseases
	AP1480	Pediculosis
	AP1570	School Councils
	AP1650	Development of Board Policy/Procedure
	AP3000	WRDSB Emergency Procedures
	AP3020	Flood Conditions
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4130	Severe Weather Conditions (Bus Cancellation - Student Dismissal - School Closing)
	AP4860	Pupil Accommodation Review
	AP4991	Boundary Studies
Community	P1007	Education Development Charges—Alternative Accommodation
	P1011	Facility Partnerships
	P2002	Partnerships and Sponsorships
	P4002	Community Use of Schools
	P6001	Code of Conduct
	AP1420	Authorized Visitors to Schools
	AP1540	Religious and Cultural Days of Significance in Schools
	AP1570	School Councils
	AP3085	Safe Welcome Program
	AP4860	Pupil Accommodation Review
	AP4985	Community Use of Schools
	AP4990	Facility Partnerships
Compulsory Credits/Courses	P1012	Faith and Religious Accommodations
	AP1130	Request For Substitution, Deferral or Reduction of Compulsory Credits
	AP1230	Faith and Religious Accommodations
Condolences/ Expressions of	P3005	Expressions of Sympathy
	AP3200	Funeral Attendance by School Staff

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
Sympathy		
Conflicts between Parents & Teachers/ School	P2005	Family Communication with Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1030	Student Out of Boundary Transfer Requests—Secondary Schools
	AP1035	Grade 8 to 9 Transfer
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1070	Access of Separated or Non-Custodial Parents to Pupils and to Pupils' Academic Records
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1410	Parent Support
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3760	Progressive Discipline
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4260	Student Transportation
Copyright	AP4090	Copyright
Courier Services and Mail	AP4730	Board Contracted Courier Service
	AP4740	Mailroom
Curriculum	P1008	Equity and Inclusion
	P1012	Faith and Religious Accommodations
	P2004	Character Education and Social-Emotional Skills Development
	P2010	Assessment, Evaluation and Reporting
	P2012	Access to Digital Resources and Technology
	P6004	Outdoor Education/Off Campus Education
	P6005	Alternatives in Education
	AP1000	Partial French Immersion
	AP1130	Request For Substitution, Deferral or Reduction of Compulsory Credits
	AP1150	Withdrawal of Elementary Students from the Core French
	AP1230	Faith and Religious Accommodations
	AP1500	Drama Presentations on Human Sexuality
	AP1540	Religious and Cultural Days of Significance in Schools
	AP1580	Off-Campus—Categories I, II and III

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP1620	Alternative Suspension Program
	AP4230	Open Flames
Cyber Bullying	P2004	Character Education and Social-Emotional Skills Development
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1035	Grade 8 to 9 Transfer
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1280	Threat Risk Assessment
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP3760	Progressive Discipline
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
Devices/ Tablets/ Phones	P2012	Access to Digital Resources and Technology
	P6009	Student Bullying Prevention and Intervention
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4075	Cellular Devices
	AP4080	Filtering System/Internet
	AP4580	Technology and Audio-Visual Equipment Procedure
	AP4650	Donations: Computers, Equipment or Other Items
	AP4790	Classification and Security of Data
	AP4800	Data Encryption
Digital Learning	P2004	Character Education and Social-Emotional Skills Development
	P2012	Access to Digital Resources and Technology
	AP4060	Board Email Protocol
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4080	Filtering System/Internet
Director of Education	PG200	Governance Policy-Roles and Responsibilities
	PG500	Director of Education Executive Limitations/Requirements
Discipline Issues	P4009	Student Transportation
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	P6009	Student Bullying Prevention and Intervention
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1280	Threat Risk Assessment
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1340	Mandatory Reporting of Serious Incidents
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1370	Responsibility for Maintaining Safety, Security & Order in School
	AP1580	Off-Campus—Categories I, II and III
	AP1620	Alternative Suspension Program
	AP1660	Assessment, Evaluation and Reporting Grades 7-12
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP3760	Progressive Discipline
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4250	School Buses—Student Behaviour and Discipline
Discrimination	P1008	Equity and Inclusion
	P1012	Faith and Religious Accommodations
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1200	Student Bullying Prevention and Intervention
	AP1230	Faith and Religious Accommodations
	AP1260	Student Discipline Procedure
	AP1440	AIDS/HIV
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP3760	Progressive Discipline
Diversity	P1008	Equity and Inclusion
	AP1540	Religious and Cultural Days of Significance in Schools
Dress Codes	P1012	Faith and Religious Accommodations
	P5008	Staff Dress Code
	P6001	Code of Conduct

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	P6010	Student Dress Code
	AP1230	Faith and Religious Accommodations
	AP1380	Student Dress Codes
	AP1570	School Councils
Email	P2012	Access to Digital Resources and Technology
	AP4000	E-Mail Archiving
	AP4050	Waterworks
	AP4060	Board Email Protocol
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4790	Classification and Security of Data
	AP4800	Data Encryption
Emergency Procedures	AP2020	Use of Service Dogs, Autism Service Dogs, Guide Dogs and Hearing Dogs by Students
	AP3000	WRDSB Emergency Procedures
	AP3020	Flood Conditions
	AP3030	Emergency Evacuation Centres
	AP3040	Bomb Threat
	AP3050	Fire Drills
	AP3060	Fire Procedures for Principal or Designate
	AP3070	Tornadoes & Severe Thunderstorms
	AP3090	Lockdown Procedures (Code Red) Violent Acts/Intruders
	AP3790	Automated Electronic Defibrillators (AED)
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing)
	AP4140	Recess/Lunch Severe Weather Conditions
	AP4150	Plant Breakdown
Enrichment	AP2060	Identification, Placement and Review Committee (IPRC) Meeting Determination
	AP2150	Individual Education Plan
Enrolment	P6002	Compulsory Student Enrolment
	AP1000	Partial French Immersion
	AP1010	Junior & Senior Kindergarten Registration
	AP1020	Admissions of Underage Pupils
	AP1030	Student Out of Boundary Transfer Requests—Secondary Schools
	AP1040	Out of Boundary Requests—Elementary Schools
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1400	Families Seeking Shelter from Abuse

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP2240	Absenteeism: Temporary Student Withdrawal on Short-Term Basis
	AP2320	Supervised Alternative Learning and Other Excusals from Attendance at School
	AP4270	Admission and Registration of Students
	AP4280	Admission of Non-Resident Students
	AP4300	Admission of Foreign-Born Students & Immigration Documents
	AP4320	International Student Exchanges
	AP4350	Enrolment Reporting
	AP4810	Board Required Pupil Data in Trillium
	AP4992	Temporary Student Accommodation for Development Areas
Environment	P2000	Environmental Values
	P6004	Outdoor Education/Off Campus Education
	AP4980	Single Use Commercially Bottled Water
EQAO	AP1570	School Councils
	AP1670	Effective Use of Diagnostic Assessments
Equity and Inclusion	P1008	Equity and Inclusion
	P1010	Accessibility for Ontarians with Disabilities
	P1012	Faith and Religious Accommodations
	P1013	First Nation, Métis and Inuit Voluntary Self-Identification Policy
	P2001	Communications
	P2004	Character Education and Social-Emotional Skills Development
	P2010	Assessment, Evaluation and Reporting
	P4017	Fundraising
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1200	Student Bullying Prevention and Intervention
	AP1230	Faith and Religious Accommodations
	AP1260	Student Discipline Procedure
	AP1540	Religious and Cultural Days of Significance in Schools
	AP1560	Opening and Closing Ceremonies
	AP1580	Off-Campus—Categories I, II and III
	AP1630	Accessibility for Ontarians with Disabilities
	AP2020	Use of Service Dogs, Autism Service Dogs, Guide Dogs and Hearing Dogs by Students

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP3760	Progressive Discipline
Expulsion	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3760	Progressive Discipline
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
Extended Day	P2003	Early Learning and Care
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing
Extracurriculars	P1012	Faith and Religious Accommodations
	AP1540	Religious and Cultural Days of Significance in Schools
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing
	AP4900	Fees for Learning Materials and Activities
	AP4950	Children's Fitness Tax Credit Receipt
Faith and Religion	P1008	Equity and Inclusion
	P1012	Faith and Religious Accommodations
	AP1230	Faith and Religious Accommodations
	AP1540	Religious and Cultural Days of Significance in Schools
	AP1560	Opening and Closing Ceremonies
	AP3720	Racial, Religious and Ethnocultural Harassment
Family Vacation	AP1160	Instructions for Temporary Student Withdrawal
	AP2240	Absenteeism: Temporary Student Withdrawal on Short-Term Basis
Fees	P6007	School Nutrition Programs
	P6011	Fees for Learning Materials and Activities
	AP1580	Off-Campus—Categories I, II and III
	AP4035	Responding to Requests for Transcripts and Other Education Verification
	AP4280	Admission of Non-Resident Students
	AP4350	Enrolment Reporting
	AP4490	Waterloo Education Foundation Inc.
	AP4900	Fees for Learning Materials and Activities

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP4950	Children's Fitness Tax Credit Receipt
Field Trips	P6004	Outdoor Education/Off Campus Education
	P5011	Fees for Learning Materials and Activities
	AP1415	Use of Volunteers
	AP1460	Administration of Medication
	AP1530	Diabetes Management
	AP1580	Off-Campus—Categories I, II and III
	AP1590	Transportation - Off-Campus
	AP3020	Flood Conditions
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing
	AP4490	Waterloo Education Foundation Inc.
	AP4900	Fees for Learning Materials and Activities
Fire/ Fire Drills/ Fire Alarms	AP2020	Use of Service Dogs, Autism Service Dogs, Guide Dogs and Hearing Dogs by Students
	AP3000	WRDSB Emergency Procedures
	AP3050	Fire Drills
	AP3060	Fire Procedures for Principal or Designate
	AP4150	Plant Breakdown
	AP4170	Decorations for School
	AP4200	Hot Work/Fire Watch
	AP4210	Shutdown of Fire Alarm System in Schools
	AP4220	Testing of Fire Alarms
	AP4230	Open Flames
Flags	P1000	Display of Flags
Food/ Nutrition	P1012	Faith and Religious Accommodations
	P6007	School Nutrition Programs
	AP1220	Sale of Food and Beverages in Schools
	AP1470	Anaphylactic Management Plan
	AP1530	Diabetes Management
	AP2260	Referral to Community Care Access Centre/School Health Support Services (CCAC/SHSS) for Nursing, Occupational Therapy, Physiotherapy and Nutrition Counseling
	AP4980	Single Use Commercially Bottled Water
Freedom of Information	P1014	Freedom of Information and Records Management
	P2001	Communications
	P6000	Safe Schools
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1050	Ontario Student Record (OSR) Office Index Card

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
		(OIC)
	AP1060	Release of Academic Information
	AP1070	Access of Separated or Non-Custodial Parents to Pupils and to Pupils' Academic Records
	AP1080	Release of Student Information to Photographers
	AP1090	Protection of Student Personal Information (Including Photos/Voice Recordings)
	AP1100	Municipal Freedom of Information and Protection of Privacy Act
	AP1102	Freedom of Information Request Protocol
	AP1103	Privacy Breach Protocol
	AP1110	Records Management
	AP1200	Student Bullying Prevention and Intervention
	Ap1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1390	Police Interviews with Students
	AP1400	Families Seeking Shelter from Abuse
	AP1410	Parent Support
	AP1520	Safe Arrival Program
	AP2170	Obtaining Permission from Parent/Legal Guardian for Release of Information to or from a Specified Agency, School Board or Individual
	AP2190	Student Withdrawal from Parental/Guardian Control
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP3760	Progressive Discipline
	AP3820	Confidentiality of Employee Medical Records
	AP4035	Responding to Requests for Transcripts and Other Education Verification
	AP4040	Placing Records on Legal Hold
	AP4060	Board Email Protocol
	AP4750	Archival Records
	AP4770	Secure Disposition of Records
	AP4790	Classification and Security of Data
	AP4800	Data Encryption
French	AP1000	Partial French Immersion
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1150	Temporary Withdrawal of Elementary Students from

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
		the Core French Program
French Immersion	AP1000	Partial French Immersion
	AP1040	Out of Boundary Requests—Elementary Schools
Fundraising/ Donations	AP1220	Sale of Food and Beverages in Schools
	AP4490	Waterloo Education Foundation Inc.
	AP4610	Elementary Resource Cataloguing
	AP4650	Donations: Computers, Equipment or Other Items
	AP4690	School Funds
	AP4980	Single Use Commercially Bottled Water
Graduation	AP1130	Request For Substitution, Deferral or Reduction of Compulsory Credits
Harassment	P1002	Occupational Health and Safety
	P1004	Harassment
	P1008	Equity and Inclusion
	P1009	Violence in the Workplace
	P1012	Faith and Religious Accommodations
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1280	Threat Risk Assessment
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP3740	Prevention and Resolution of Workplace Harassment
	AP3760	Progressive Discipline
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
Health & Safety	P1001	Health Support Services
	P1002	Occupational Health and Safety
	P1004	Harassment
	P1006	Anaphylactic Management
	P1009	Violence in the Workplace
	P2011	Sun Safety and Shading
	P4014	Extreme Temperatures
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	P6012	Prevention and Resolution of Workplace Harassment
	AP1200	Student Bullying Prevention and Intervention
	AP1240	Student Use of Head Protection While Skating
	AP1260	Student Discipline Procedure
	AP1280	Threat Risk Assessment
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1340	Mandatory Reporting of Serious Incidents
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1360	Safety Response Issues in Schools
	AP1370	Responsibility for Maintaining Safety, Security &Order in School
	AP1430	Visitors to Schools - Unauthorized
	AP1440	AIDS/HIV
	AP1450	Contagious/Severe Diseases
	AP1490	Child Abuse
	AP1510	Health Information - Other Health Support Services
	AP1530	Diabetes Management
	AP2260	Referral to Community Care Access Centre/School Health Support Services (CCAC/SHSS) for Nursing, Occupational Therapy, Physiotherapy and Nutrition Counseling
	AP2280	Individual Student Lifting/Transfer Plan
	AP2320	Supervised Alternative Learning and Other Excusals from Attendance at School
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3000	WRDSB Emergency Procedures
	AP3020	Fire Procedures for Principal or Designate
	AP3070	Tornadoes & Severe Thunderstorms
	AP3085	Safe Welcome Program
	AP3090	Lockdown Procedures (Code Red) Violent Acts/Intruders
	AP3100	Video Surveillance Cameras in Schools
	AP3140	Reporting & Investigation of Employee Incidents, Accidents and Safety Concerns
	AP3150	First Aid
	AP3740	Prevention and Resolution of Workplace Harassment
	AP3760	Progressive Discipline

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP3780	Violence in the Workplace
	AP3790	Automated Electronic Defibrillators (AED)
	AP3810	Workplace Accommodation Program
	AP3830	Sick Leave (Paid or Unpaid)
	AP3840	Domestic Violence Workplace Procedure
	AP3850	Staff Use of Head Protection in Sports
	AP4160	Painting Guidelines
	AP4185	Asbestos Containing Material
	AP4200	Hot Work/Fire Watch
	AP4890	Insurance Claims/Accidents/Property Damage
Hiring Staff	P5000	Staffing
	P5001	Appointment of Principals and Vice-Principals—Elementary and Secondary
	P5010	Employment and Placement of Relatives
	AP3340	The Selection of Personnel for Positions of Added Responsibility: Principal & Vice
	AP3350	The Selection of Teaching Personnel for Positions of Added Responsibility: Coordinator, Consultant
	AP3360	The Selection of Teaching Personnel for Positions of Added Responsibility: Department Head, Assistant Department Head
	AP3370	Conducting Interviews
	AP3390	Principal/Vice-Principal Absences—Appointment of Designate
	AP3590	Custodial Position of Added Responsibility
	AP3600	Selection Procedure for E.S.S.A. and E.S.S.A. Related Positions
Home Schooling	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1170	Home Instruction
	AP1180	Home Schooling
	AP1440	AIDS/HIV
	AP4350	Enrolment Reporting
Individual Education Plan (IEPs)	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP2010	School Based Team
	AP2020	Use of Service Dogs, Autism Service Dogs, Guide Dogs and Hearing Dogs by Students
	AP2070	Identification, Placement and Review Committee (IPRC) Process—A Parent Guide

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP2150	Individual Education Plan
	AP2280	Individual Student Lifting/Transfer Plan
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP2340	Modified School Day
Illness/ Injury/ Disease/ Death	P1001	Health Support Services
	P3005	Expressions of Sympathy
	P6012	Prevention and Response to Student Concussions
	AP1130	Request For Substitution, Deferral or Reduction of Compulsory Credits
	AP1170	Home Instruction
	AP1240	Student Use of Head Protection While Skating
	AP1270	Traumatic Events Response
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1360	Safety Response Issues in Schools
	AP1430	Visitors to Schools - Unauthorized
	AP1440	AIDS/HIV
	AP1450	Contagious/Severe Diseases
	AP1460	Administration of Medication
	AP1490	Child Abuse
	AP1510	Health Information—Other Health Support Services
	AP1530	Diabetes Management
	AP2260	Referral to Community Care Access Centre/School Health Support Services (CCAC/SHSS) for Nursing, Occupational Therapy, Physiotherapy and Nutrition Counseling
	AP2280	Individual Student Lifting/Transfer Plan
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP2340	Modified School Day
	AP3200	Funeral Attendance by School Staff
	AP3790	Automated Electronic Defibrillators (AED)
	AP3850	Staff Use of Head Protection in Sports
Immunization	AP1010	Junior & Senior Kindergarten Registration
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
Internet	P2012	Access to Digital Resources and Technology
	P6009	Student Bullying Prevention and Intervention

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP1280	Threat Risk Assessment
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4080	Filtering System/Internet
	AP4580	Technology and Audio-Visual Equipment Procedure
	AP4790	Classification and Security of Data
	AP4800	Data Encryption
Identification Placement and Review Committee (IPRC)	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP2010	School Based Team
	AP2020	Use of Service Dogs, Autism Service Dogs, Guide Dogs and Hearing Dogs by Students
	AP2060	Identification, Placement and Review Committee (IPRC) Meeting Determination Form
	AP2070	Identification, Placement and Review Committee (IPRC) Process—A Parent Guide
	AP2080	IPRC Process Checklist
	AP2130	IPRC Annual Review Process
	AP2280	Individual Student Lifting/Transfer Plan
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
Kindergarten	P4012	School Attendance Areas
	P6002	Compulsory Student Enrolment
	AP1000	Partial French Immersion
	AP1010	Junior & Senior Kindergarten Registration
	AP1020	Admissions of Underage Pupils
	AP1040	Out of Boundary Requests—Elementary Schools
	AP4270	Admission and Registration of Students
Libraries	AP4110	Selection and Reconsideration of Educational Resources
	AP4610	Elementary Resource Cataloguing
Lice	AP1480	Pediculosis
Lockdown	AP1270	Traumatic Events Response
	AP3090	Lockdown Procedures (Code Red) Violent Acts/Intruders
Magnet Programs	P4013	Secondary Schools
	P6011	Fees for Learning Materials and Activities
	AP1030	Student Out of Boundary Transfer Requests—Secondary Schools
	AP1035	Grade 8 to 9 Transfer
	AP4900	Fees for Learning Materials and Activities

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
Medication	P1001	Health Support Services
	P1006	Anaphylaxis Management
	AP1460	Administration of Medication
	AP1470	Anaphylactic Management Plan
	AP1530	Diabetes Management
	AP3020	Flood Conditions
Mental Health/ Wellness	P2004	Character Education and Social-Emotional Skills Development
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	P6012	Prevention and Response to Student Concussions
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1270	Traumatic Events Response
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1430	Visitors to Schools - Unauthorized
	AP1620	Alternative Suspension Program
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
Money Handling	P4008	Segregation of Duties and Signing Authority
	P4017	Fundraising
	AP1420	Authorized Visitors to Schools
	AP4420	Accounts Receivable
	AP4430	Deposit and Money Transfer Process
	AP4450	Petty Cash
	AP4470	Student Activities Councils—Accounting
	AP4480	Scholarships, Bursaries and Prizes
	AP4490	Waterloo Education Foundation Inc.
	AP4530	Journal Entries—General
	AP4570	Procurement
	AP4690	School Funds
Ontario Public School Boards' Association (OPSBA)	P3007	Membership is Ontario Public School Boards' Association
	P4006	Parking on School Board Properties
	P4011	School Parking Lot Safety
	AP3750	School Parking Lot Safety
Physical Disabilities	P1001	Health Support Services
	P1010	Accessibility for Ontarians with Disabilities

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP1010	Junior & Senior Kindergarten Registration
	AP4260	Student Transportation
	AP4330	Use of Inflatable Jumpers, Slides, Houses, Castles, Airborne Trampolines and Dunk Tanks
Physical Education	P6012	Prevention and Response to Student Concussions
	AP1240	Student Use of Head Protection While Skating
	AP1530	Diabetes Management
	AP3850	Staff Use of Head Protection in Sports
	AP4900	Fees for Learning Materials and Activities
PIC/WRAPSC	P1003	School Councils
	P6001	Code of Conduct
Police/ Criminal Activity	P4003	Trespassing
	P4010	Video Surveillance in Schools
	P4016	Business Complaint Policy
	P4018	Fraud Management
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1070	Access of Separated or Non-Custodial Parents to Pupils and to Pupils' Academic
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1280	Threat Risk Assessment
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1340	Mandatory Reporting of Serious Incidents
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1390	Police Interviews with Students
	AP1420	Authorized Visitors to Schools
	AP1430	Visitors to Schools—Unauthorized
	AP1490	Child Abuse
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3000	WRDSB Emergency Procedures
	AP3090	Lockdown Procedures (Code Red) Violent Acts/Intruders
	AP3760	Progressive Discipline

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP3770	Criminal Reference Checks
	AP3780	Violence in the Workplace
	AP4035	Responding to Requests for Transcripts and Other Education Verification
	AP4040	Placing Records on Legal Hold
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4310	Total Integrity Plan (The TIP Line)
	AP4315	Fraud Management
	AP4890	Insurance Claims/Accidents/Property Damage
Policies/ Procedures of the Board	PG300	Policy Development and Reviews
	AP1650	Development of Board Policy/Procedure
Principals	P1003	School Council
	P5001	Appointment of Principals & Vice-Principals— Elementary & Secondary
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1070	Access of Separated or Non-Custodial Parents to Pupils and to Pupils' Academic
	AP1200	Student Bullying Prevention and Intervention
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1340	Mandatory Reporting of Serious Incidents
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1360	Safety Response Issues in Schools
	AP1370	Responsibility for Maintaining Safety, Security& Order in School
	AP1380	Student Dress Code
	AP1420	Authorized Visitors to Schools
	AP1460	Administration of Medication
	AP1470	Anaphylactic Management Plan
	AP1490	Child Abuse
	AP1570	School Councils
	AP1580	Off-Campus—Categories I, II and III
	AP1640	Principal and Vice-Principal Transfers and New

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
		Appointments
	AP1670	Effective Use of Diagnostic Assessments
	AP3340	The Selection of Personnel for Positions of Added Responsibility: Principal & Vice
	AP3390	Principal/Vice-Principal Absences—Appointment of Designate
	AP3520	Retention/Storage of Teacher Evaluations Reports—Principal's Copy
Privacy	P4007	Approval of Research Projects
	P4016	Business Complaint Policy
	P4018	Fraud Management
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1010	Junior & Senior Kindergarten Registration
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1060	Release of Academic Information
	AP1070	Access of Separated or Non-Custodial Parents to Pupils and to Pupils' Academic Records
	AP1080	Release of Student Information to Photographers
	AP1090	Protection of Student Personal Information (Including Photos/Voice Recordings)
	AP1100	Municipal Freedom of Information and Protection of Privacy Act
	AP1102	Freedom of Information Request Protocol and Protection of Privacy Act
	AP1104	Privacy Breach Protocol
	AP1110	Records Management
	AP1200	Student Bullying Prevention and Intervention
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1390	Police Interviews with Students
	AP1400	Families Seeking Shelter from Abuse
	AP1410	Parent Support
	AP1440	AIDS/HIV
	AP2190	Student Withdrawal from Parental/Guardian Control
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3100	Video Surveillance Cameras in Schools
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP3760	Progressive Discipline
	AP3770	Criminal Reference Checks
	AP3820	Confidentiality of Employee Medical Records
	AP4035	Responding to Requests for Transcripts and Other Education Verification
	AP4040	Placing Records on Legal Hold
	AP4060	Board Email Protocol
	AP4750	Archival Records
	AP4770	Secure Disposition of Records
	AP4780	Shredding
	AP4790	Classification and Security of Data
	AP4800	Data Encryption
Program Enhancements	P4017	Fundraising
	P6004	Fees for Learning Materials and Activities
	AP4320	International Student Exchanges
	AP4500	School Operating Budgets
	AP4900	Fees for Learning Materials and Activities
Purchasing (of Supplies etc.)	P4005	Procurement
	P4008	Segregation of Duties and Signing Authority
	P4015	Procurement Cards
	P4017	Fundraising
	AP4370	Ethical Purchasing of Apparel
	AP4380	Travel, Meals and Hospitality Expenditures
	AP4400	One-Over-One Approvals
	AP4440	Loans to Schools or School Councils
	AP4450	Petty Cash
	AP4460	Procurement Cards
	AP4500	School Operating Budgets
	AP4570	Procurement
	AP4580	Technology and Audio-Visual Equipment Procedure
	AP4610	Elementary Resource Cataloguing
	AP4620	Electronic Catalogues
	AP4630	Surplus Stores and Loaner Stock
	AP4680	Vendor Registration
Registration	P4012	School Attendance Areas
	P6002	Compulsory Student Enrolment
	AP1000	Partial French Immersion
	AP1010	Junior & Senior Kindergarten Registration
	AP1020	Admissions of Underage Pupils
	AP1030	Student Out of Boundary Transfer Requests—Secondary Schools

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP1040	Out of Boundary Requests—Elementary Schools
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1400	Families Seeking Shelter from Abuse
	AP2000	Attendance Counseling Services
	AP2240	Absenteeism: Temporary Student Withdrawal on Short-Term Basis
	AP2320	Supervised Alternative Learning and Other Excusals from Attendance at School
	AP4270	Admission and Registration of Students
	AP4280	Admission of Non-Resident Students
	AP4300	Admission of Foreign-Born Students & Immigration Documents
	AP4320	International Student Exchanges
	AP4350	Enrolment Reporting
	AP4810	Board Required Pupil Data in Trillium
	AP4992	Temporary Student Accommodation for Development Areas
Report Cards	P2010	Assessment, Evaluation and Reporting
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1660	Assessment, Evaluation and Reporting Grades 7-12
Reporting of Violent Incidents	P6000	Safe Schools
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1280	Threat Risk Assessment
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1340	Mandatory Reporting of Serious Incidents
	AP1490	Child Abuse
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3760	Progressive Discipline
	AP3780	Violence in the Workplace
Research Projects	P4007	Approval of Research Projects

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
Safety	P1002	Occupational Health and Safety
	P1004	Harassment
	P1006	Anaphylaxis Management
	P1009	Violence in the Workplace
	P2011	Sun Safety and Shading
	P4003	Trespassing
	P4004	Emergency Needs - Expenditures
	P4010	Video Surveillance in Schools
	P4011	School Parking Lot Safety
	P4017	Fundraising
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	P6012	Prevention and Response to Student Concussions
	AP1070	Access of Separated or Non-Custodial Parents to Pupils and to Pupils' Academic Records
	AP1200	Student Bullying Prevention and Intervention
	AP1240	Student Use of Head Protection While Skating
	AP1260	Student Discipline Procedure
	AP1280	Threat Risk Assessment
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1340	Mandatory Reporting of Serious Incidents
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1360	Safety Response Issues in Schools
	AP1370	Responsibility for Maintaining Safety, Security & Order in School
	AP1400	Families Seeking Shelter from Abuse
	AP1490	Child Abuse
	AP1520	Safe Arrival Program
	AP1530	Diabetes Management
	AP1580	Off-Campus—Categories I, II and III
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3000	WRDSB Emergency Procedures
	AP3020	Flood Conditions
	AP3060	Fire Procedures for Principal or Designate

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP3070	Tornadoes & Severe Thunderstorms
	AP3085	Safe Welcome Program
	AP3090	Lockdown Procedures (Code Red) Violent Acts/Intruders
	AP3100	Video Surveillance Cameras in Schools
	AP3750	School Parking Lot Safety
	AP3760	Progressive Discipline
	AP3780	Violence in the Workplace
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
	AP4080	Filtering System/Internet
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing
	AP4140	Recess/Lunch Severe Weather Conditions
	AP4150	Plant Breakdown
	AP4180	Heat and High Humidity
	AP4185	Asbestos Containing Material
	AP4190	High Snowbanks
	AP4200	Hot Work/Fire Watch
	AP4210	Shutdown of Fire Alarm System in Schools
	AP4220	Testing of Fire Alarms
	AP4230	Open Flames
	AP4240	School Bus Evacuation
	AP4330	Use of Inflatable Jumpers, Slides, Houses, Castles, Airborne Trampolines and Dunk Tanks
	AP4890	Insurance Claims/Accidents/Property Damage
	AP4910	Bus and Safety Patrols
	AP4930	Transportation Incidents—Response and Reporting
Safe Welcome	P4010	Video Surveillance in Schools
	AP3085	Safe Welcome Program
	AP3100	Video Surveillance Cameras in Schools
Scholarships	P6003	Scholarships, Bursaries and Prizes
	AP4480	Scholarships, Bursaries and Prizes
School Celebrations	P4001	Opening of New Schools and Additions
	AP1220	Sale of Food and Beverages in Schools
	AP1540	Religious and Cultural Days of Significance in Schools
	AP1550	Remembrance Day
	AP1560	Opening and Closing Ceremonies
	AP4170	Decorations in Schools
	AP4330	Use of Inflatable Jumpers, Slides, Houses, Castles, Airborne Trampolines and Dunk Tanks

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
School Councils	P1003	School Councils
	P1005	Safe Arrival
	P4005	Procurement
	P4008	Segregation of Duties and Signing Authority
	P4017	Fundraising
	P6001	Code of Conduct
	P6009	Student Bullying Prevention and Intervention
	P6010	Student Dress Code
	AP1380	Student Dress Codes
	AP1420	Authorized Visitors to Schools
	AP1480	Pediculosis
	AP1500	Drama Presentations on Human Sexuality
	AP1520	Safe Arrival Pro
	AP1560	Opening and Closing Ceremonies
	AP1570	School Councils
	AP1640	Principal and Vice-Principal Transfers and New Appointments
	AP4000	E-Mail Archiving
	AP4050	Waterworks
	AP4440	Loans to Schools or School Councils
	AP4500	School Operating Budgets
	AP4570	Procurement
	AP4580	Technology and Audio-Visual Equipment Procedure
	AP4690	School Funds
	AP4870	Permanent Closing of a School
School Environment/ School Grounds	P2000	Environmental Values
	P2011	Sun Safety and Shading
	P6012	Prevention and Response to Student Concussions
	AP1370	Responsibility for Maintaining Safety, Security &Order in School
	AP3060	Fire Procedures for Principal or Designate
	AP3085	Safe Welcome Program
	AP4190	High Snowbanks
	AP4200	Hot Work/Fire Watch
	AP4440	Loans to Schools or School Councils
School Facilities/ Buildings	AP4150	Plant Breakdown
	AP4160	Painting Guidelines
	AP4170	Decorations in Schools
	AP4180	Heat and High Humidity
	AP4185	Asbestos Containing Material
	AP4200	Hot Work/Fire Watch

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP4500	School Operating Budgets
	AP4840	Work Orders
	AP4990	Facility Partnerships
School Size/ Configuration	P3002	Elementary School Size and Configuration
	P4000	Pupil Accommodation Review (Consolidation or Closure)
	P4013	Secondary Schools
Safe, Caring and Inclusive Schools (SCIS)	P1008	Equity and Inclusion
	P2004	Character Education and Social-Emotional Skills Development
	P4003	Trespassing
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1270	Traumatic Events Response
	AP1280	Threat Risk Assessment
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1340	Mandatory Reporting of Serious Incidents
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1360	Safety Response Issues in Schools
	AP1370	Responsibility for Maintaining Safety, Security & Order in School
	AP1540	Religious and Cultural Days of Significance in Schools
	AP1620	Alternative Suspension Program
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3085	Safe Welcome Program
	AP3090	Lockdown Procedures (Code Red) Violent Acts/Intruders
	AP3100	Video Surveillance Cameras in Schools
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP3760	Progressive Discipline
	AP3780	Violence in the Workplace

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
Social Services, Public Health and Community Agencies	P1001	Health Support Services
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1010	Junior & Senior Kindergarten Registration
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1280	Threat Risk Assessment
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1340	Mandatory Reporting of Serious Incidents
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1420	Authorized Visitors to Schools
	AP1450	Contagious/Severe Diseases
	AP1490	Child Abuse
	AP1510	Health Information - Other Health Support Services
	AP2000	Attendance Counselling Services
	AP2170	Obtaining Permission from Parent/Legal Guardian for Release of Information to or from a Specified Agency, School Board or Individual
	AP2190	Student Withdrawal from Parental/Guardian Control
	AP2240	Absenteeism: Temporary Student Withdrawal on Short-Term Basis
	AP2260	Referral to Community Care Access Centre/School Health Support Services (CCAC/SHSS) for Nursing, Occupational Therapy, Physiotherapy and Nutrition Counseling
	AP2280	Individual Student Lifting/Transfer Plan
	AP2320	Supervised Alternative Learning and Other Excusals from Attendance at School
	AP23230	Management Process for Student Behaviours Causing a Risk of Injury
	AP4035	Responding to Requests for Transcripts & Other Education Verification
	AP4270	Admission and Registration of Students
Special Education	AP1010	Junior & Senior Kindergarten Registration
	AP2010	School Based Team
	AP20060	Identification, Placement and Review Committee (IPRC) Meeting Determination
	AP2070	Identification, Placement and Review Committee

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
		(IPRC) Process—A Parent
	AP2080	IPRC Process Checklist
	AP2130	IPRC Annual Review Process
	AP2150	Individual Education Plan
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP4500	School Operating Budgets
Sponsorships	P2002	Partnerships and Sponsorships
	AP4990	Facility Partnerships
Staff Responsibilities	PG200	Governance Policy-Roles and Responsibilities
	PG500	Director of Education Executive Limitations/Requirements
	P1002	Occupational Health and Safety
	P2010	Assessment, Evaluation and Reporting
	P4015	Procurement Cards
	P5000	Staffing
	P5001	Appointment of Principals & Vice-Principals—Elementary & Secondary
	P5002	Leave of Absence - Employees Seeking or Holding Elected Office
	P5003	Recognition of Retiring Employees
	P5008	Staff Dress Code
	P5009	Travel, Meals and Hospitality Expenditures - Staff
	P5010	Employment and Placement of Relatives
	AP3110	Admission of Staff to Schools Using Card Access
	AP3140	Reporting & Investigation of Employee Incidents, Accidents and Safety
	AP3150	First Aid
	AP3160	Payroll Services
	AP3240	Carry-Over of Vacation by Support Staff
	AP3290	Staff Development Funds
	AP3350	The Selection of Teaching Personnel for Positions of Added Responsibility: Coordinator, Consultant
	AP3360	The Selection of Teaching Personnel for Positions of Added Responsibility: Department Head, Assistant Department Head
	AP3370	Conducting Interviews
	AP3390	Principal/Vice-Principal Absences—Appointment of Designate
	AP3520	Retention/Storage of Teacher Evaluations Reports—Principal's Copy

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP3550	Employee Records
	AP3560	Evaluation of C.A.M.A. Staff
	AP3580	Evaluation of ESS/OSSTF and ESS/OSSTF Related Staff
	AP3590	Custodial Position of Added Responsibility
	AP3600	Selection Procedure for E.S.S.A. and E.S.S.A. Related Positions
	AP3610	Surplus Procedures for Members of ESS/OSSTF
	AP3670	Part-Time Elementary School Teachers Requesting an Increase in Full-Time Equivalent (FTE) Status
	AP3700	Job Exchange - ESS/OSSTF
	AP3740	Prevention and Resolution of Workplace Harassment
	AP3760	Progressive Discipline
	AP3770	Criminal Reference Checks
	AP3780	Violence in the Workplace
	AP3790	Automated Electronic Defibrillators (AED)
	AP3800	Support Staff Position Evaluation
	AP3810	Workplace Accommodation Programme
	AP3820	Confidentiality of Employee Medical Records
	AP3830	Sick Leave (Paid or Unpaid)
	AP3840	Domestic Violence Workplace Procedure
	AP3850	Staff Use of Head Protection in Sports
	AP4000	E-Mail Archiving
	AP4010	Administrative Computer Systems Disposition & Account Management Staff Change of Location or Termination of Employment with the Board
	AP4020	Administrative Computer Accounts
	AP4050	Waterworks
	AP4075	Cellular Devices
	AP4090	Copyright
	AP4310	Total Integrity Plan (The TIP Line)
	AP4315	Fraud Management
	AP4360	Principles of Business Conduct for Board Employees
	AP4370	Ethical Purchasing of Apparel
	AP4380	Travel, Meals and Hospitality Expenditures
	AP4400	One-Over-One Approvals
	AP4420	Accounts Receivable
	AP4430	Deposit and Money Transfer Process
	AP4450	Petty Cash
	AP4460	Procurement Cards
	AP4470	Student Activities Councils—Accounting

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP4970	Fleet Vehicle Use
Student Exchange Programs	AP4300	Admission of Foreign-Born Students & Immigration Documents
	AP4320	International Student Exchanges
	AP4350	Enrolment Reporting
Student Information/ Records	P1013	First Nation, Métis and Inuit Voluntary Self-Identification Policy
	P1014	Freedom of Information and Records Management
	P4007	Approval of Research Projects
	AP1010	Junior & Senior Kindergarten Registration
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1060	Release of Academic Information
	AP1070	Access of Separated or Non-Custodial Parents to Pupils and to Pupils' Academic Records
	AP1080	Release of Student Information to Photographers
	AP1090	Protection of Student Personal Information (Including Photos/Voice Recordings)
	AP1100	Municipal Freedom of Information and Protection of Privacy Act
	AP1102	Freedom of Information Request Protocol
	AP1104	Privacy Breach Protocol
	AP1110	Records Management
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1390	Police Interviews with Students
	AP1400	Families Seeking Shelter from Abuse
	AP1510	Health Information - Other Health Support Services
	AP2060	Identification, Placement and Review Committee (IPRC) Meeting Determination
	AP2070	Identification, Placement and Review Committee (IPRC) Process—A Parent
	AP2150	Individual Education Plan
	AP2170	Obtaining Permission from Parent/Legal Guardian for Release of Information to or from a Specified Agency, School Board or Individual
	AP2190	Student Withdrawal from Parental/Guardian Control
	AP2280	Individual Student Lifting/Transfer Plan
	AP2320	Supervised Alternative Learning and Other Excusals from Attendance

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP4035	Responding to Requests for Transcripts & Other Education Verification
	AP4040	Placing Records on Legal Hold
	AP4750	Archival Records
	AP4770	Secure Disposition of Records
	AP4790	Classification and Security of Data
	AP4800	Data Encryption
	AP4810	Board Required Pupil Data in Trillium
	AP4870	Permanent Closing of a School
Student Trustees	P3006	Student Trustees
Suicide	AP1270	Traumatic Events Response
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
Suspension	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1430	Visitors to Schools - Unauthorized
	AP1620	Alternative Suspension Program
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3760	Progressive Discipline
	AP4070	Responsible Use Procedure for Information, Communication and Collaboration Technologies
Tax Receipts	AP4490	Waterloo Education Foundation Inc.
	AP4650	Donations: Computers, Equipment or Other Items
	AP4950	Children's Fitness Tax Credit Receipt
Textbooks and Other Learning Resources	AP4090	Copyright
	AP4110	Selection and Reconsideration of Educational Resources
	AP4500	School Operating Budgets
	AP4570	Procurement

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP4580	Technology and Audio-Visual Equipment Procedure
	AP4610	Elementary Resource Cataloguing
	AP4620	Electronic Catalogues
	AP4630	Surplus Stores and Loaner Stock
	AP4670	Surplus Textbooks - Disposal
	AP4900	Fees for Learning Materials and Activities
Transfers (Between Schools/ Boards)	AP1020	Admissions of Underage Pupils
	AP1030	Student Out of Boundary Transfer Requests—Secondary Schools
	AP1035	Grade 8 to 9 Transfer
	AP1040	Out of Boundary Requests—Elementary Schools
	AP1050	Ontario Student Record (OSR) Office Index Card (OIC)
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1400	Families Seeking Shelter from Abuse
	AP2130	IPRC Annual Review Process
	AP4270	Admission and Registration of Students
	AP4280	Admission of Non-Resident Students
Transitions Between Grades	P3002	Elementary School Size and Configuration
	P4013	Secondary Schools
	AP1000	Partial French Immersion
	AP1010	Junior & Senior Kindergarten Registration
	AP1035	Grade 8 to 9 Transfer
	AP2130	IPRC Annual Review Process
	AP4270	Admission and Registration of Students
Trustees	PG100	Governance Policy - Foundations
	PG200	Governance Policy - Roles and Responsibilities
	PG201	Trustee Code of Conduct
	PG300	Policy Development and Reviews
	PG400	Board of Trustees Planning Cycle and Evaluations
	PG500	Director of Education Executive Limitations/Requirements
	P2005	Family Communication with Schools
	P3000	Trustee Honoraria
	P3001	Travel, Meals and Hospitality Expenditures—Trustees
	P3003	Trustee Professional Development
	P3007	Membership is Ontario Public School Boards' Association

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	P4012	School Attendance Areas
	P6001	Code of Conduct
	AP1410	Parent Support
	AP1650	Development of Board Policy/Procedure
Videos/Photos	P4010	Video Surveillance in Schools
	AP1080	Release of Student Information to Photographers
	AP1090	Protection of Student Personal Information (Including Photos/ Voice Recordings)
	AP3085	Safe Welcome Program
	AP3100	Video Surveillance Cameras in Schools
Violence	P1002	Occupational Health and Safety
	P1004	Harassment
	P1009	Violence in the Workplace
	P6000	Safe Schools
	P6001	Code of Conduct
	P6008	Student Discipline
	P6009	Student Bullying Prevention and Intervention
	AP1200	Student Bullying Prevention and Intervention
	AP1260	Student Discipline Procedure
	AP1270	Traumatic Events Response
	AP1280	Threat Risk Assessment
	AP1290	Response to Suicidal Ideation, Self-Injury, Suicide Attempt of Students
	AP1330	Mandatory Record-Keeping Regarding Serious Violent Incident Reports
	AP1340	Mandatory Reporting of Serious Incidents
	AP1350	Aftermath of a Violent Incident—Victim/Witness Support
	AP1490	Child Abuse
	AP2330	Management Process for Student Behaviours Causing a Risk of Injury
	AP3090	Lockdown Procedures (Code Red) Violent Acts/Intruders
	AP3760	Progressive Discipline
	AP3780	Violence in the Workplace
Visitors in Schools	P1004	Harassment
	P1009	Violence in the Workplace
	P4003	Trespassing
	P6000	Safe Schools
	P6001	Code of Conduct
	AP1420	Authorized Visitors to Schools

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP1430	Visitors to Schools - Unauthorized
	AP3050	Fire Drills
	AP3085	Safe Welcome Program
Volunteering in Schools	P1004	Harassment
	P1009	Violence in the Workplace
	P4000	Pupil Accommodation Review (Consolidation or Closure)
	P4017	Fundraising
	P6000	Safe Schools
	P6001	Code of Conduct
	P6012	Prevention and Response to Student Concussions
	AP1415	Use of Volunteers
	AP1480	Pediculosis
	AP1580	Off-Campus—Categories I, II and III
	AP1590	Transportation - Off-Campus
	AP3050	Fire Drills
	AP3085	Safe Welcome Program
	AP3720	Racial, Religious and Ethnocultural Harassment
	AP3730	Sexual Harassment Guidelines
	AP3770	Criminal Reference Checks
	AP3780	Violence in the Workplace
	AP4890	Insurance Claims/Accidents/Property Damage
Walking to School	P4009	Student Transportation
	P4012	School Attendance Areas
	P4013	Secondary Schools
	AP1035	Grade 8 to 9 Transfer
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing
	AP4260	Student Transportation
	AP4910	Bus and Safety Patrols
Water/ Bottled Water	P2000	Environmental Values
	AP1220	Sale of Food and Beverages in Schools
	AP4980	Single Use Commercially Bottled Water
Weather	P2011	Sun Safety and Shading
	P4014	Extreme Temperatures
	AP3000	WRDSB Emergency Procedures
	AP3020	Flood Conditions
	AP3070	Tornadoes & Severe Thunderstorms
	AP4130	Severe Weather Conditions (Bus Cancellation—Student Dismissal—School Closing

Keyword	*Policy or Procedure Reference	Policy or Procedure Document Name
	AP4140	Recess/Lunch Severe Weather Conditions
	AP4180	Heat and High Humidity
	AP4190	High Snowbanks

Note: the following procedures are listed as a link but not available to read from the website:
AP3040 Bomb Threat
AP3090 Lockdown Procedures (Code Red) Violent Acts/Intruders

APPENDIX N: ONLINE RESOURCES

The following resources may be helpful to School Councils and parents:

Category	Keyword	Resource	Resource Link
Greening		David Suzuki	http://30x30.davidsuzuki.org/#section-our-service
		Evergreen School Ground Consultant	Email: waterloo.region@evergreen.ca
Homework	General	Homework Help	http://HomeworkHelp.ilc.org
		TVO Homework Zone	http://homeworkzone.tvokids.com/
		e-learning ON Educational Resource Bank (K-12)	http://www.edu.gov.on.ca/elearning/
		Khan Academy	https://www.khanacademy.org/
	Digital Learning	ON online courses (gr 9-12)	http://www.edu.gov.on.ca/elearning/
		WRDSB Libraries on the Go	http://blog.markwcarbone.ca/2014/09/05/wrdsb-libraries-on-the-go/
		Media Smarts – Cdn Centre for Media & Digital Literacy	http://mediasmarts.ca/blog
		Khan Academy	https://www.khanacademy.org/
	French	SOS Devoirs (French help any subject)	http://sosdevoirs.org/
		French in ON Schools	http://www.edu.gov.on.ca/eng/amenagement/FLS.html
		French Homework Toolbox	http://www.fslhomeworktoolbox.ca/
	Math	K-3	http://www.edu.gov.on.ca/abc123/eng/tips/mathkto3.html
		4-6	http://www.edu.gov.on.ca/abc123/eng/tips/math4to6.html
		Doing Math with Your Child K-6	http://www.edu.gov.on.ca/eng/literacynumeracy/parentGuideNumEn.pdf
		Mathies Gr 7-12	mathies.ca
		Mathies Gr K-6	mathies.ca
		Prime Radicals	http://www.primeradicals.ca/math-mentors/
		Gr 12 advanced functions, pre-calculus, calculus and vectors	http://courseware.cemc.uwaterloo.ca/
		Partnering with Your Teen in Mathematics	http://www.edugains.ca/resources/HomeSupport/PartneringWithYourTeen.pdf
		WRDSB Parent Supports for Math	http://www.wrdsb.ca/bipsa/wp-content/uploads/sites/31/Mathematics-Parent-Supports-Final.pdf
	Reading	Reading and Writing with Your Child K-6	http://www.edu.gov.on.ca/eng/literacynumeracy/parentGuideLit.html (Also in: Arabic, Farsi, Hindi, Korean, Portuguese, Punjabi, Spanish, Tagalog, Tamil, Traditional Chinese, Simplified Chinese, Urdu, Vietnamese)
		K-3	http://www.edu.gov.on.ca/abc123/eng/tips/readkto3.html
		4-6	http://www.edu.gov.on.ca/abc123/eng/tips/read4to6.html
		With boys	http://www.edu.gov.on.ca/abc123/eng/tips/readboys.html

Category	Keyword	Resource	Resource Link
	Writing	K-3	http://www.edu.gov.on.ca/abc123/eng/tips/writekto3.html
		4-6	http://www.edu.gov.on.ca/abc123/eng/tips/write4to6.html
Parents	General	Ontario Educ. Resource Bank	http://www.edu.gov.on.ca/elearning/
		Simple steps to help your child	http://www.edu.gov.on.ca/abc123/eng/tips/ (Also: Arabic, Farsi, Hindi, Korean, Portuguese, Punjabi, Spanish, Tagalog, Tamil, Traditional Chinese, Simplified Chinese, Urdu, Vietnamese.)
		Early years resources	http://www.edu.gov.on.ca/childcare/OntarioEarlyYear.pdf
		Full-day Kindergarten	http://www.edu.gov.on.ca/childcare/EarlyYearsProfessionals.html#Resources
		Transitioning to gr 9	http://www.wrdsb.ca/learning/programs/secondary-school-information/
		French as a Second Language in ON Schools	http://www.edu.gov.on.ca/eng/amenagement/frameworkFLS.pdf
		Wloo Region Family Network	https://wrfn.info
		Early Years	http://www.earlyyearsinfo.ca/
		Early Years Alliance of KW	http://www.elawr.org/
		KW Counselling Services	http://www.kwcounselling.com/
	Parent Engagement	A Parent Engagement Policy for Ontario Schools	http://www.edu.gov.on.ca/eng/parents/involvement/PE_Policy2010.pdf
		Council of Ontario Directors of Education (CODE):	http://www.ontariodirectors.ca/Parent_Engagement/Parent_Engagement.html
		Ontario Teachers' Federation Parent Engagement	http://www.parentengagement.ca/
	Immigrant Support	WRDSB Welcome Centre for Newcomers	http://www.wrdsb.ca/learning/how-to-register/international-student-registration/welcome-centre-for-newcomers-2/
		Immigration Waterloo Region	www.immigrationwaterlooregion.ca
		YMCA Immigrant Services	http://www.ymcacambridgekw.ca/en/immigrant-services/Immigrant-Services.asp
		Kitchener-Waterloo Multicultural Centre	www.kwmc.on.ca/
		Parent Engagement Policy	www.edu.gov.on.ca/eng/parents/involvement/PE_Policy2010.pdf
	School Councils	MOE ON regulation 612/00: School Councils and PIC	http://www.ontario.ca/laws/regulation/000612
		MOE: School Councils: A Guide for Members	http://www.edu.gov.on.ca/eng/general/elemsec/council/index.html
		WRDSB's: School Council Chairperson's Handbook	http://www.wrdsb.ca/schools/school-councils/resources
		People for Education	http://www.peopleforeducation.ca
		WRAPSC	http://www.wrdsb.ca/schools/school-councils/wrapsc
		Ottawa Carleton DSB Council Resource Guide	http://www.ocdsb.ca/par/sc/scwp/School%20Council%20Welcome%20Package/School%20Council%20Resource%20Guide%202011-12.pdf

Category	Keyword	Resource	Resource Link
Safe Schools	Inclusivity & Bullying	ON Equity & Inclusive Strategy	http://www.edu.gov.on.ca/eng/policyfunding/equity.pdf
		Safe @ School	http://www.safeatschool.ca/ (Available in French)
		SCIS panel event WRDSB March 2015 - WRAPSC public Google documents	https://drive.google.com/folderview?id=0ByE6hcxnXQOKfjIJYWpwNnNuR0NMcXNnTnY5MHQ3LTZaNDRQZU1hWEhPUk1DYW5ldG14UE0&usp=drive_web
		Supporting Bias-Free Progressive Discipline in Schools	http://www.edu.gov.on.ca/eng/policyfunding/discipline.html
		Ministry of Education	http://edu.gov.on.ca/eng/parents/safeschools.html
		WRDSB Safe, Caring and Inclusive Schools (SCIS)	http://www.wrdsb.ca/our-schools/safe-schools/
		Canadian Safe School Network (CSSN)	http://www.canadiansafeschools.com/home.htm
		Kids Help Phone	http://kidshelpphone.ca/teens/home/splash.aspx
		COPA	http://infocopa.com/copa-in-english
		Roots of Empathy	http://www.rootsofempathy.org/
		Engage: Restorative Practices	http://engage-rp.com/
		Society for Safe & Caring Schools	http://safeandcaring.ca/
		Safe Schools – confidential bullying reporting and tracking	http://www.safeschools.com/
		PREVNet	http://www.prevnet.ca/
		FAST	http://www.fightingantisemitism.ca/
		Voices into Action	http://www.voicesintoaction.ca/Home/Splash
	Cyber Safety	Cdn Centre for Child Protection	http://www.cybertip.ca/app/en
		ConnectED (gr 4,5,6)	http://reallifeonline.ca/
		Get Cyber Safe	http://www.getcybersafe.gc.ca/cnt/blg/pst-20141001-1-eng.aspx
School Councils		Ottawa-Carleton DSB School Council Resource Guide	http://www.ocdsb.ca/par/sc/scwp/School%20Council%20Welcome%20Package/School%20Council%20Resource%20Guide%202011-12.pdf
		Bluewater DSB School Council	http://www.bwdsb.on.ca/scc/home%20page
		Durham DSB School Community Council Handbook	http://www.ddsb.ca/Parents/ParentInvolvement/Documents/SCC-Handbook.pdf
		Ontario School Council Support Centre	http://www.schoolcouncils.net/
Special Education		Alternative Education Resources for Ontario (AERO)	www.alternativeresources.ca Students with perceptual disabilities access educ. materials.
		WRDSB Special Education Advisory Committee (SEAC)	http://www.wrdsb.ca/learning/programs/special-education/seac/
		Ministry of Education	http://www.edu.gov.on.ca/eng/general/elemsec/speced/speced.html
		Centre for ADHD Awareness Canada (CADDAC)	http://www.caddac.ca/
		Tourette Syndrome Foundation of Canada	www.tourette.ca
		VIEWS for children with vision impairment	http://www.cnib.ca/en/ontario/programs-services/Pages/default.aspx

Category	Keyword	Resource	Resource Link
		ON Fed'n for Cerebral Palsy	http://www.ofcp.ca/
		Fetal Alcohol Spectrum ON	http://www.fasdontario.ca/cms/
		Easter Seals Ontario	http://www.easterseals.org/
		Autism Ontario	http://www.autismontario.com/
		Assn for Bright Children of ON	http://www.abcontario.ca/
		Learning Disabilities Assn ON	www.ldao.ca
		VOICE Hearing Impaired Children	http://www.voicefordeafkids.com/
		Waterloo Regional Down Syndrome Society	http://www.wrdss.ca/
		Kidsability	www.kidsability.ca
Student Health	Phys Ed	OPHEA	https://www.ophea.net/
	Concussions	Concussion Tool	http://www.health.gov.on.ca/en/public/programs/concussions/docs/onf_concussion_tool_en.pdf
	Mental Health	KidsLINK	http://kidslinkcares.com/PCMH/Home
		Strategies Prevent Alcohol Misuse	http://parentingstrategies.net/
		Supporting Minds: Promoting Students Mental Health	http://www.edu.gov.on.ca/eng/document/reports/SupportingMinds.pdf
		Open Minds, Healthy Minds	http://www.health.gov.on.ca/en/common/ministry/publications/reports/mental_health2011/mentalhealth_rep2011.pdf
		Mental Health Services & Support in Your Community	www.eMentalHealth.ca
		ON Ctr of Excellence for Child and Youth Mental Health	www.excellenceforchildandyouth.ca
		Parents for Children's Mental Health	www.pcmh.ca
		Carizon Family and Community Services	www.carizon.ca
		Suicide Prevention Council	www.wrspc.ca
		Front Door Mental Health	http://www.frontdoormentalhealth.ca/
		Lutherwood	www.lutherwood.ca
	Risky Behaviors & Substance Abuse	Protect your Child's Mental Health	http://parentingstrategies.net/
		Healthy Youth – Parental Monitoring	http://www.cdc.gov/healthyyouth/protective/pdf/parental_monitoring_factsheet.pdf
		Preventing Substance Misuse	http://chd.region.waterloo.on.ca/en/healthyLivingHealthProtection/informationforparentsandcaregivers.asp
		Substance Abuse & Mental Health Services Administration	http://www.samhsa.gov/underage-drinking/parent-resources
	Helpline	Good 2 Talk	http://www.good2talk.ca/ or 1-866-925-5454
		Kids Help Phone	http://kidshelpphone.ca/teens/home/splash.aspx
	Sex Ed	Sex Info & Ed Council Cda	http://sieccan.org/wp/
		OPHEA - 2015 Health & Physical Education curriculum	http://teachingtools.ophea.net/supplements/all-about-hpe
		People for Education – Tips for Parents re Sex Ed in ON	http://www.peopleforeducation.ca/wp-content/uploads/2015/05/Sex-Education-tip-sheet-2015.pdf
	Nutrition	MOE: Nutrition Standards Tool	http://hs.curriculum.org/sb/nst
		Nutrition for Learning	http://www.nutritionforlearning.ca/
		Nutrition for Schools	http://www.nutritiontoolsforschools.ca/
		Eat Right Ontario	http://www.eatrightontario.ca/en/default.aspx

September School Council Activities

<u>September Meet the Teacher Barbecue</u>

At this event, which is organized by the staff at "School name", the School Council assists with barbecuing to raise money for student needs.

Come out and meet your child's new teacher and find out what is in store for the coming year.

Further school council activities are a year to year decision made by the council formed from September-June of that year. We would love to hear your suggestions.

Want us to keep in touch?

Mailings of School Council agendas and minutes go out to parents who are members of the school council as well as those who have asked to be on our mailing list. Information is sent home via your son or daughter.

Agendas and Minutes of meetings are also available at the school if you would like a copy. Please fill in this box, return to the school office and your name will go on our distribution list.

Your Name: _____
(Please print)

Your email: _____

Evening Tel: _____

Son/Daughter name: _____

Who to Contact

The School Council is always looking for suggestions or comments on how we can support student achievement at "School Name". We would love to hear from you at any time. Please contact the school office and they will be glad to give you a contact person to call. You may also send mail to the school with title "Attention: School Council".

_____

"School Name"
"Address"

School Phone: #
Fax: #

"School Name"

School Council

- ♦ *What does the School Council do?*
- ♦ *Why become involved?*
- ♦ *Monthly Meetings.*
- ♦ *September Council Activities.*
- ♦ *Who to Contact.*
- ♦ *Want us to Keep in Touch?*

What does the School Council do?

The School Council at "*School Name*" School meets monthly during the school year and communicates with the Principal, teachers and support staff at "*School Name*", the Waterloo Region District School Board and the Ministry of Education to share information and provide parent input to school programs and activities and Board/Ministry programs and plans.

School Councils are not a forum for parents to discuss personal issues about their children. Your child's teacher and/or the Principal welcome you to give them a call.

At "*School Name*", we hold one main fundraising campaign in the fall. The school council may decide to hold other informal fundraising campaigns throughout the year. All funds raised go directly to student needs.

Some school council activities <u>may</u> include:
- ❖ Assistance with the Meet the Teacher evening.
- ❖ Provide input on appropriate student dress, conduct of students, school spirit, yearbook and school photo company contracts.
- ❖ Provide input on Education Quality and Accountability Test results (grade 6 testing).
- ❖ Provide input on the School Council Input – Principal Profile for "*School Name*" to the Board.
- ❖ Provide input on school boundaries
- ❖ Provide input on use of volunteers in the school.
- ❖ Fundraising activities.
- ❖ Participate in Secondary School Accommodation Reviews (school closures).
- ❖ Attend family of schools meeting.

- ❖ Attend Annual School Council Conference.
- ❖ Provide parent feedback and support to the Board on school based initiatives by the Principal.
- ❖ Discussions about homework, school/classroom organization, school budget priorities, school trips.

Why Become Involved?

There are good reasons to become involved in the School Council at "*School Name*":

- ❖ Research has shown that parental involvement in a child's school is a major factor in achieving their best. Involvement in the School Council is a way to show your son or daughter how much you value their school and education. Finding a way to become involved in the school is more difficult as children get older – they don't always want parents around! The School Council is a way to keep involved.
- ❖ Our Principal, is an active, committed member of the School Council as are the staff at "*School Name*". They report at every meeting on activities and programs at "*School Name*" and in the school system – this is a great way for you to keep informed as a parent.
- ❖ Meetings are informal and an ideal way to get to know other parents at the school. Participation in the activities organized by the School Council is usually a lot of fun too!
- ❖ Involvement does not have to be a lot of work – you need to commit to one meeting per month during the school year. Beyond that, you can get involved in activities, as you are able.

Executive positions are elected at the first School Council meeting of the year (Chair/or Co-Chair, Secretary, Treasurer). The Principal is automatically a member of the School Council. The other members of the School Council come from the staff and parents or guardians of children at the school and become members by attending meetings regularly. All parents and guardians are welcome to attend School Council meetings whether you are a member or not to observe or give delegations to the council.

SCHOOL COUNCIL MONTHLY MEETINGS

School Council meetings are held once a month throughout the school year in the school staff room. Dates and times will be decided on at the September start up meeting for the convenience of the new members and posted in the first newsletter that goes home from the school.

HOW CAN I BECOME A MEMBER?

Nomination forms will be sent home in the September registration package. If you are interested in becoming a member, fill out your form and return to the school. If we have less than 20 responses, parents will be acclaimed to the council. In the event of more than 21 responses an election will need to be held of which parents will be notified.

Hope to hear from you in September!!

COMMENTS OR SUGGESTIONS

If you know of information, links or forms that you feel should be considered for this document, please let us know.

Send your request to wrapsc@gmail.com or pic@wrdsb.on.ca

Thanks.