Section B - Standard 12

Consultation Process

Kawartha Pine Ridge District School Board
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Standard 12
KPRDSB's Consultation Process

The Kawartha Pine Ridge District School Board values collaboration with families, community partners and stakeholders. We welcome input into our Special Education Plan, into our policies, administrative regulations, processes and guidelines.

KPRDSB's Special Education Advisory Committee (SEAC) formally reviews the Special Education Plan annually, and throughout the year as the need arises. SEAC members are able to share information and input from their respective associations/agencies and provide feedback on an on-going basis.

Opportunities for public consultation are welcomed through the Board's website, through our school Special Education teams led by the Principals, through connection with Special Education Department team members and through consultations with SEAC. Special Education Department change initiatives are generated through a multi-disciplinary standing leadership team, and then moved into employee focus groups for a more inclusionary model. In addition, Inter-departmental collaboration with the Equity, Diversity and Inclusion (EDI) Department, the Indigenous Education Department and the Teaching & Learning Department will allow for development of initiatives through a Culturally Relevant and Responsive approach.

Communication Guide for Parents/Guardians and Students

Questions or Concerns: Where to begin

The best place to begin is with the person closest to the issue (e.g. regular classroom teacher, Special Education Resource Teacher, bus driver, etc.). To assist with resolving issues or concerns, you should:

- gather as much information about the situation as possible
- contact the school and arrange a meeting with the staff member(s) to discuss your concern.

Most questions can be answered, and issues resolved, by having meaningful and purposeful conversations. Keeping the lines of communication open is the best strategy.

Asking questions or communicating concerns regarding program or special education services

We welcome your participation in asking questions or communicating your concerns:

- plan your approach
- gather your information
- be clear about the facts ahead of time
- organize what you want to highlight
- know what questions you want to ask

Remember:

- The members of the board's Special Education Advisory Committee are available to assist you. Information is found in the Special Education Advisory Committee section of the Special Education Plan, and on the Board website under Special Education.
- It may be helpful to contact an agency/organization in the KPRDSB jurisdiction that supports children and families with special needs.
- You are welcome to involve a friend or advocate at any time.

Communicate with School Staff:

- be positive
- focus on one or two issues at a time
- share information you feel is important about your child
- share information that you have gathered from outside sources that may assist with programming decisions at school
- listen actively – every person in the discussion has important information to share
- give some thought to the solutions you would like to see
- plan next steps together
- take notes of discussion items and decisions made

Remember:

- your concern is important – sometimes getting to the best solutions takes time
- keep communicating – continuing communication is important

Whom to contact if questions or concerns are not adequately addressed?

If you feel your question has not been answered or concern has not been addressed, follow this flow chart of who to contact. At any time in the process, you can ask your question or raise your concern with a member of the board's Special Education Advisory Committee.

Elementary Schools	**Secondary Schools**
Teacher Provides support and/or program for all students	Teacher Provides support and/or program for all students
Special Education Resource Teacher Provides special education support and/or program support	Special Education Resource Teacher Provides special education support and/or program support
	Special Education Lead Teacher Provides special education support and/or program and problem solves department and student concerns with students, teachers, administrators and parents/guardians
Principal/Vice-principal Responsible for student progress	Principal/Vice-principal Responsible for student progress
System Principal of Special Education Provides support for Special Education, Identification and Programs	System Principal of Special Education Provides support for Special Education, Identification and Programs
Superintendent of Education Responsible for day-to-day operation of all schools	Superintendent of Education Responsible for day-to-day operation of all schools
Director of Education Responsible for day-to-day operation of the school board.	Director of Education Responsible for day-to-day operation of the school board.
Your Local Trustee Sets policy for the operation of all public schools in KPRDSB	Your Local Trustee Sets policy for the operation of all public schools in KPRDSB
Ministry of Education Administers the system of publicly funded elementary and secondary school education in Ontario	Ministry of Education Administers the system of publicly funded elementary and secondary school education in Ontario