



**POLICY:** KMA  
**SUBJECT:** STUDENT/PARENT/  
COMMUNITY INVOLVEMENT  
IN EDUCATION  
**APPROVAL DATE:** June 14, 1988  
**REVISION DATE:** Dec. 2, 2019, Dec. 6, 2021  
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## **1. PARENT/COMMUNITY INVOLVEMENT**

- 1.1 In accordance with the Public Schools Act and the Education Administration Act, the Winnipeg School Division (WSD) believes that parent/community partnerships create a strong and healthy school environment that contributes to providing a high quality educational learning experience for all students.
- 1.2 The Board of Trustees endorses the establishment of and support for organizations such as Parent Councils, Home and School Associations, and Parent-Teacher Committees which are advisory and supportive to the educational process at the school level. The Board expects all staff members, and in particular school principals, to work closely and in harmony with all constituted parent groups.
- 1.3 The Board of Trustees believes in the involvement of students in contributing to promote a healthy school and learning environment and encourages students to become active members of the student council.
- 1.4 The Board of Trustees is committed to fostering and developing partnerships with parents, teachers, principals, community members, administrators, and organizations to support and provide the best educational learning outcomes for students.
- 1.5 The Board of Trustees supports the establishment of a Student Advisory Committee to encourage student voice by allowing students to provide input on initiatives and policy changes of WSD, and to provide a networking opportunity for students from high schools across the Division.
- 1.6 In accordance with the Public Schools Act and WSD Policy IGABB-Safe and Caring-Trans and Gender Diverse Students and Staff, the Board of Trustees supports the establishment of Gay-Straight Alliances (GSA) or other similar student support groups.
- 1.7 The Board of Trustees, as elected by their communities, shall represent all of the residents of the WSD. The Board of Trustees will attend parent council or community meetings, when required to assist parents, residents and members of the community in matters. On an annual basis, trustees shall attend parent council meetings when required to discuss school board initiatives.
- 1.8 Parents, residents and members of the community shall be encouraged to express ideas, concerns, and provide input to the Board of Trustees through such means as:
  - (i) written suggestion(s) or proposal(s);
  - (ii) responses to surveys made through interviews, written instruments or other means;
  - (iii) presentations at meetings of the Board;
  - (iv) service on Advisory committees;
  - (v) inviting trustees to attend community or council meetings.
- 1.9 The Board of Trustees will consult with each parent or advisory council and present its Budget at an open meeting of the Board to hear delegations wishing to make a submission or provide feedback.
- 1.10 The Board of Trustees encourages the involvement of parents/guardians in the education of their children. The Board of Trustees believes that the education of children is a partnership between the home and the school with the objective being to increase the understanding and communication about the child and the educational process so that each may benefit from increased knowledge, awareness, and support.



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- 1.11 In accordance with the Education Administration Act, a school may have either an advisory council or parent council but not both.
- 1.12 Advisory councils are governed by the Education Administration Act and parent councils shall be governed by school board policies.
- 1.13 The Board of Trustees supports parent councils to become members of the Manitoba Association of Parent Councils.

## **2. DEFINITIONS**

### **2.1 Advisory Council**

Advisory Council means advisory council established for a school in accordance with regulation of the Education Administration Act.

### **2.2 Parent Council**

Parent Council means a group of persons established before the coming into force of the Education Administration Act Regulation the provides advice to the principal of a school, but does not include an advisory council established in the 1994-95 or 1995-96 school year in compliance with the Guidelines: Advisory Councils for School Leadership published by the Minister of Education and Training.

### **2.3 Community Member**

The term Community member as defined in the Education Administration Act is a person who lives, works or owns property in the catchment area of an affected school who is not a parent, member or a child attending a school in the WSD.

### **2.4 Catchment area**

Catchment area as identified in the Education Administration Act, means the area around a school that has been determined by the school board as the catchment area for that school.

### **2.5 School-based Parent Group**

A school-based parent group is, as the context requires, the parent/student advisory council, parent council or school committee.

- 2.6 Each school should make an attempt to identify community members who are interested and involved in schools.



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### **3. ROLE OF PARENTS/GUARDIANS/COMMUNITY IN THE EDUCATION PROCESS**

#### **3.1 Parents/Guardians**

Parents/guardians are encouraged to participate in the education of their children through individual discussions with the appropriate teacher(s) and/or principal, through participation as volunteers, and/or through participation in the parent or Advisory council.

#### **3.2 Role of an Advisory Council**

In accordance with the Education Administration Act, an advisory council may be established for each school.

An advisory council may:

- (a) advise the principal about school policies, activities and organization, including
  - (i) departmental and locally developed curricula,
  - (ii) cultural and extra-curricular activities,
  - (iii) student discipline and behavior management policies, and
  - (iv) community access to school facilities;
- (b) advise the principal about fund-raising and participate in fund-raising activities;
- (c) advise the school board about the process of hiring and assigning principals;
- (d) advise the principal and the school board about an annual budget for the school;
- (e) participate in developing an annual school plan; and
- (f) participate in any review of the school that the minister or the school board has directed be carried out.

#### **3.3 An advisory council shall**

- (a) communicate with parents of children attending the school and community members so that it can properly represent their priorities and concerns; and
- (b) establish a means whereby it is regularly accountable to the school and community for its activities and expenditures.

3.4 An advisory council is to perform its role within the framework of responsibilities and powers conferred on school boards, principals and teachers under The Public Schools Act and The Education Administration Act.

3.5 Parents of children attending the school who are in attendance at the establishment meeting must decide whether or not to establish an advisory council under this regulation. A school may have either an advisory council or a parent council, but not both. Advisory councils established in accordance with the Advisory Council for School Leadership Regulation must adhere to the legislation requirement.



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### 3.6 **Advisory Councils**

The principal of a school that does not have an advisory council must convene an establishment meeting when at least 10 parents of children attending the school request that an advisory council be established.

## 4. **PARENT COUNCILS**

4.1 If a decision is made not to establish an advisory council, the parents of children attending the school may decide instead to continue an existing parent councils, in which case

- (a) the provisions of the Education Administration Act regulation concerning the establishment of an advisory councils does not apply to the parent council;
- (b) the structure and the activities of the parent council must conform to any legislation and WSD policies.
- (c) all parents are invited to be members of the parent council and attend meetings.
- (d) all parents in attendance at parent council meetings are entitled to vote on all matters pertaining to the activities of the parent council.

## 5. **STUDENT ADVISORY COMMITTEE/SCHOOL COUNCIL**

5.1 WSD encourages senior high students to participate on the Board of Trustees Student Advisory Committee.

5.2 The Student Advisory Committee shall include two student representatives from each high school in WSD.

5.3 Students may be a member of the school council by advising the principal.

## 6. **GAY STRAIGHT ALLIANCE COMMITTEE**

6.1 The Board of Trustee supports the establishment of Gay Straight Alliances (GSAs) two spirited/Diversity Groups that would provide safe and inclusive spaces for students to talk about their experiences and to facilitate awareness of LGBTTTQ issues in school. The school shall support actions, activities, and campaigns that celebrate gender diversity, foster trans-positivity and create awareness of transphobia, gender stereotypes and gender based violence.



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## **7. AD HOC COMMITTEES**

- 7.1 The Board of Trustees may establish Ad Hoc Committees to function in an advisory capacity to the Chief Superintendent/CEO or the Board of Trustees to address particular issues. Parent or community input or involvement may be sought through these committees.
- (a) All Ad Hoc Committees established shall be advisory committees.
  - (b) All recommendations from Ad Hoc Committees shall be submitted to the Chief Superintendent/CEO or the Board of Trustees for consideration.
  - (c) Terms of reference and membership of Ad Hoc Committees shall be determined by the Board of Trustees when such a committee is established.

## **8. ROLE OF PARENT/HOME/SCHOOL/COUNCILS**

- 8.1 In accordance with the Public Schools Act, at least annually, the principal of a school must provide parents with information about:
- (a) the role and function of a school-based parent group;
  - (b) if a school-based parent group has not been established at the school, the manner in which one may be established; and
  - (c) a parent's right to become a member of the school-based parent group at his or her child's school.
- 8.2 As outlined in the Policy GCCB – Selection of School Administrators, parent councils may advise WSD about the process of hiring and assigning principals:
- (a) Input will be solicited from representatives of the Parent Council with respect to identifying the needs of the school when vacancies for school principals occur.
  - (b) If interviews are held to fill vacancies for principal positions, a representative(s) of the Parent Council will be given the opportunity to be involved as part of the interview team.
  - (c) Input from the Parent Council will be solicited through the school principal during the selection process for vice-principal positions.
- 8.3 **Parent Councils may advise the principal about community access to the school:**
- (a) **Facilities Planning Process**  
Where a significant change is contemplated for a school or school program (i.e., addition of major program or closing of the school), parents/guardians from the school(s) affected by such a decision shall be involved according to the Facilities Planning Process.
  - (b) **Capital Building Projects**  
In accordance with Policy EC - Facilities Management Process, a representative of the Parent Council shall be involved as a member of the planning committee for all capital projects for major additions, renovations, replacement or the new construction of schools.



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8.4 In accordance with Policy IGDF - Fund Raising in Schools, Parent Councils may participate in fundraising activities:

- (a) Parents/guardians shall be advised of and have the opportunity to be involved in the organization and operation of major fundraising projects initiated by the school.
- (b) Parent Councils may initiate and coordinate fundraising projects in consultation and with the approval of the school principal where staff and students are involved and shall provide an accounting of spending from the fundraising projects.

8.5 Parent Councils may initiate proposals for funding from outside organizations for human or material resources in consultation with, and the approval of, the school principal. The school principal shall ensure that the appropriate superintendent is aware of the proposal and has granted approval for submission.

8.6 All parents/guardians and/or parent councils shall have the opportunity to be involved in the development and review of a policy and procedures on the Code of Conduct and Intervention/Discipline which are to be implemented at each school in accordance with the Provincial Code of Conduct and Appropriate Interventions and Disciplinary Consequences and WSD policies.

## **9. RESPONSIBILITY**

### **9.1 Chief Superintendent/CEO**

The Chief Superintendent/CEO shall be responsible for the implementation of this policy.

### **9.2 Principal**

In accordance with the Public Schools Act, the principal shall ensure that the written policy respecting school food and nutrition is reviewed at least once in each year by the school's parent/student council, local school committee or school committee, and information about actions taken to implement the policy is reported as part of the school's annual school plan.

9.3 In accordance with the Public Schools Act, the principal shall ensure that an annual report on school related activities is available to the community and posted on the division website.

9.4 In accordance with Policy IGDF – Fundraising in Schools, the principal shall ensure that all fundraising projects and amounts raised be published on a yearly basis on each school's website.

9.5 In accordance with Policy JJD – Right to Participate, the principal shall review supply lists with teachers annually to ensure that only necessary supplies are requested. Principals shall publish on the school website, an itemized supply list including costs.



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9.6 The role of the Principal is to:

- assist in the establishment of a school partnership council to advise the school on matters of policy, procedure, and school priorities
- facilitate communication among all school-related councils and the school
- implement local school policies and those of the school division and Manitoba Education, Citizenship and Youth
- promote co-operation between the school and community through consistent mission and vision
- consider and respond to the parents' views on school issues
- encourage parental involvement in the school planning process
- involve parents, families, and the community in the development of school plans, community reports, and grant submissions

9.7 **Trustees**

Trustees, as community members, are elected by their communities to represent parents and families at the school division level.

The role of a trustee is to:

- establish policy that supports meaningful parent, family, and community involvement, student learning, and school programs and services
- establish a welcoming and inclusive environment that values the diverse perspectives of parents and community members
- implement processes to ensure regular and clear communications with parents and communities about priorities and outcomes within the school division
- create opportunities for parent and community input into policy development and decision making at the school and divisional levels
- provide a school division perspective that recognizes educational partnerships

## **10. COMMUNICATION WITH PARENTS/GUARDIANS**

10.1 Parent-Teacher interviews shall be held at least twice a year at the elementary level and at the secondary level. WSD shall attempt to provide translation and interpretation services upon request for non-English speaking parents/guardians.

10.2 Regular communication is encouraged between parents/guardians and the members of the professional staff involved with their child/children. Written communication with parents/ guardians shall be clear and concise and translated where appropriate.

10.3 In order to resolve concerns identified by the individual parents/guardians the following process should be followed:

- (a) The parents/guardians should make the initial contact at the school level with the teacher.
- (b) If the matter remains unresolved, the parents/guardians should contact the principal.
- (c) If the matter remains unresolved, the parents/guardians should contact the appropriate Superintendent/Director.
- (d) If the matter remains unresolved, the parents/guardians should contact the Board & Community Liaison Officer who will work with the parent/guardian and Board of Trustees to find a solution.



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## **11. SCHOOL VOLUNTEERS**

- 11.1 Volunteers provide an important resource to students and to the school and provide an opportunity for involvement in the education of students. Volunteers work under the direction and supervision of the instructional staff.
- 11.2 The recruitment and selection of volunteers by the coordinator of volunteers shall follow established procedures. All volunteers who are not parents of students in the Division shall be interviewed by the coordinator of volunteers.
- 11.3 The assignment of volunteers shall be made by the coordinator of volunteers with the concurrence of the school principal and the cooperating teacher. A pre-service orientation program and regular in-service training shall be provided by the coordinator.
- 11.4 In recognition of volunteer contributions, schools may provide for the appropriate recognition to the volunteers at the end of each school year.
- 11.5 All volunteers must complete a Police Information/Vulnerable Sector Check and Child Abuse Registry Check every three years.

## **12. OUTSIDE ORGANIZATIONS**

- 12.1 The WSD shall endeavour to maintain liaison with outside organizations to support the education of children.
- 12.2 The WSD shall endeavour to develop and maintain liaison both at the Division and the school level with the community agencies involved in providing services to the students in the WSD in order to ensure the coordination of planning and implementation of programs and services.
- 12.3 The WSD shall attempt to provide translation services to facilitate communication between school and individual parents/guardians.
- 12.4 In accordance with Policy KG - Use of School Facilities, The WSD shall encourage maximum use of its school buildings and facilities during the regular school day and before and after school hours.
- 12.5 The WSD shall attempt to provide appropriate support services to assist the schools in involving all members of the parent community in the education of their children.
- 12.6 These support services shall be provided based on identified needs and on resources available and may include volunteer coordinators and community liaison officers.
- 12.7 The WSD endorses and supports the Block Parents Association.

## **13. DISSOLUTION OF ADVISORY COUNCILS OR PARENT COUNCILS**

- 13.1 The Minister of Education may dissolve an Advisory Council established in accordance with Education Administrative Act if the Minister is of the opinion, after ensuring that a review has been conducted, that Advisory Council is not functioning in the best interests of the students, parents, schools and communities.





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- 13.2 The Board and Community Liaison Officer in consultation with the Chief Superintendent/CEO may recommend to the principal that all Parent Council meetings and activities be postponed if the parent council is not functioning within WSD policies until processes and procedures can be reviewed with the parent council.