

Special Education Department Plan 2024-2025

Section B - Standard 12 Consultation Process



Kawartha Pine Ridge District School Board

1994 Fisher Drive Peterborough, Ontario K9J 6X6

1-877-741-4577

Standard 12

Kawartha Pine Ridge District School Board Consultation Process

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

KPR'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), the Indigenous Education and the Teaching & Learning Departments allows for development of initiatives through a Culturally Relevant and Responsive approach.

[Parent/Guardian Guide to Special Education Brochure](#)

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, and
- 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 programs 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, and
- know what questions you want to ask.

Remember:

- The members of the KPRs SEAC are available to assist you. Information is found in the SEAC 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 KPR jurisdiction that supports children and families with special needs.
- You are welcome to involve a friend or advocate at any time.

Communication 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, and
- take notes of discussion items and decisions made.

Remember:

- your concern is important – sometimes getting to the best solutions takes time, and
- 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 KPRs SEAC.

Elementary Schools

Teacher
Provides support and/or program for all students



Special Education Resource Teacher
Provides special education support and/or program support



Secondary Schools

Teacher
Provides support and/or program for all students



Special Education Resource Teacher
Provides special education support and/or program support



Principal/Vice-principal
Responsible for student progress



Superintendent of Family of Schools
Provides support for the school.



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



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



Ministry of Education
Administers the system of publicly
funded elementary and secondary
school education in Ontario

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