



Policy Manual - Parents

P.02 – Catholic Parent Involvement Committee (CPIC)

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model

POLICY STATEMENT

The Board recognizes and supports a vision of parents as both valued partners and active participants in their children's education. **To support this vision, the Hamilton-Wentworth Catholic District School board (HWCDSD) has established the Catholic Parent Involvement Committee (CPIC) as a statutory committee of the board.**

CPIC achieves its purpose by providing information and advice to the Board on effective parent/guardian engagement strategies and practices, communicating with and supporting Catholic School Councils and undertaking activities to help parents support their children's learning at home and at school.

In carrying out its mandate CPIC will:

- a) Develop strategies and initiatives that the HWCDSD can use to effectively communicate with parents/guardians and to effectively engage parents/guardians in improving student achievement and well-being;
- b) Advise the HWCDSD on ways to use the strategies and initiatives identified above;
- c) Communicate information from the Ministry to school councils of schools of the HWCDSD and to parents/guardians;
- d) Work with Catholic School Councils of the HWCDSD to:
 - i. Share effective practices to help engage parents/guardians, especially parents/guardians who may find engagement challenging, in their children's learning;
 - ii. Identify and reduce barriers to parent/guardian engagement;
 - iii. Help ensure that schools create a welcoming environment for parents/guardians;
 - iv. Develop skills and acquire knowledge that will assist CPIC with their work
- e) Make recommendations on how funding, if any, provided for parent involvement is to be used.

Purpose

The purpose of CPIC is to support, encourage and enhance parent/guardian engagement at the Board level in order to improve student achievement and well-being

Responsibility

The Superintendent of Education responsible for Catholic School Councils and Parent Engagement Initiatives

Regulations

Education Act Ontario Regulation 330/10: School Councils and Parent Involvement Committees
Regulation 612: School Council

Resources

A Parent Engagement Policy for Ontario Schools 2010
Parent Engagement, K-12: Working with Families/Supporting Student Learning

Related Board Committee: Committee of the Whole

Policy Review Date

BM Original Policy Approved 05 March 2013

Revisions: 19 June 2018, 16 March 2021

To be reviewed every **five** years.



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- 1. The Catholic Parent Involvement Committee shall include the following:**
 - the Chairperson of the Board or designate;
 - the number of parent members specified in the by-laws of the committee;
 - the Director of Education or designate;
 - the number of community representatives specified in the by-laws of the committee;
 - representative appointed by the Bishop (Diocese of Hamilton); and,
 - subject to the by-laws of the Committee, the Board may appoint one or more of the following individuals to the Committee:
 - i. one elementary school principal;
 - ii. one secondary school principal;
 - iii. one elementary school teacher;
 - iv. one secondary school teacher; and,
 - v. one person employed by the Board, other than a principal, vice-principal or teacher.
- 2. The Chairperson or Co-Chairpersons of the Committee must be parent members of the Committee and shall be elected for a two-year term by the parent members of the Committee at the first meeting of the committee in each school year that there is a vacancy in the office of the Chairperson (or Co-Chairpersons).**
- 3. Only parent members and community representative members are entitled to vote**

Terms of Reference

- 1. The role of the Catholic Parent Involvement Committee shall be to support, encourage and enhance parent engagement at the Board level in order to improve student achievement and well-being.**
- 2. The Committee shall meet at least four times in each school year.**

Reporting and Term

- 1. The term of office of the Trustee member of the Committee shall not exceed the legislative year of the Board.**
- 2. The term of office of some of the parent members of a parent involvement committee shall be one year and the term of office of some of the parent members shall be two years, as provided in the by-laws of the committee.**

- 3. A member of a parent involvement committee may be reappointed or re-elected to the committee for more than one term unless otherwise provided in the by-laws of the committee.**

Reporting

- 1. The Committee shall keep minutes of all of its meetings and records of all of its financial transactions.**
- 2. The minutes of the Committee's meetings and the records of its financial transactions shall be available for examination at the Board's office by any person without charge for four years.**
- 3. Minutes of the Committee are to be posted on the Board's website and shall remain on the website for four years.**