



# Public Schools Branch

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June 29, 2018

Mr. Cory Thomas, President  
Prince Edward Island Home and School Federation Inc.  
PO Box 1012  
Charlottetown PE C1A 7M4

Dear Mr. Thomas,

Thank you for your letter regarding the resolutions approved at your 65<sup>th</sup> Annual General Meeting. With regards to the resolutions, I am pleased to provide the following responses:

## **RESOLUTION 1-2018 – SCHOOL CLOSURE FOR DEATHS IN THE SCHOOL COMMUNITY**

The death of a student, staff member, volunteer or other person connected to a school is a tragic loss for a school community. The Public Schools Branch (PSB) defers to parents on their child's participation in traditions and rituals that accompany death and grieving.

The death of a student, staff person or community member can have an impact on a number of schools. The PSB respectfully considers each loss, arrangements made by the family, and input from the school administration when considering the impact on the school day.

So many people are connected to our education system and help make our schools wonderful places to learn and work. Death is difficult and the PSB is very aware of the additional supports that are often needed to help those impacted by the loss. Schools are often open during such a loss to allow people to come together, comfort each other, grieve together, and to seek additional support of our counsellors and Student Services staff.

In the past, there have been times the PSB dismissed classes as a result of a death of a current staff member or student. As mentioned before, consideration of the arrangements that have been made by the family as well as consultation with the school administration assist with these decisions.

## **RESOLUTION 2-2018 – COMMUNICATION PROTOCOLS IN URGENT SITUATIONS**

Home and School members who wish to contact the PSB about an urgent matter, can reach the school principal or the Director of the PSB by email. Staff emails can be accessed through the PSB website under Contact Us.

<https://edu.princeedwardisland.ca/psb/>

Local Home and School Association presidents are encouraged to maintain a current phone list for their school administrators. They are also welcome to contact the Director of the PSB by phone at 902-368-6850, or by email [tpgrimmer@gov.pe.ca](mailto:tpgrimmer@gov.pe.ca)

**RESOLUTION 4-2018 – SEEK POLICY ADVICE FROM STUDENTS ON THE AUTISM SPECTRUM TO HELP ALL STUDENTS WITH TRANSITIONS**

The Public Schools Branch Student Services Handbook, pages 3-5, refers to the transition process for children in the PSB. It speaks specifically to K transitions, 8-12 transitions and has a separate page on transitions for students diagnosed with Autism Spectrum Disorder.

For children who have Autism, the transition process into school typically begins in February with parent information meetings. Due to low attendance in the past this year, a video was used on social media to explain the process.

Case conferences are booked for March and April to decide the plan to transition individual students as plans can differ according to the needs of the student.

IEP meetings are planned for May and June as required.

Included in student planning can be school visits, playground visits, pictures of staff and social stories, depending on a student's needs.

Case conferences are held to plan for any school to school transitions and, similar to school entry, a plan is developed for school visits, depending on the student's needs.

Finally, grade 8-12 exit plans are usually developed to help students and families plan for the future after public schooling is completed. Planning could include working with Autism consultants and Community Access facilitators who, with families and often the children, start to look at future goals. A transition action plan is established that addresses goals and educational plans for employment, recreation, transportation, residential options and personal skills. If students are following a TAP program in high school, these goals drive programming to ensure they leave school with the skills to meet their goals.

As with any educational component, the PSB welcomes feedback from our community partners. The PSB Director of Student Services and Autism Consultants would be pleased to sit with some members of Home and School and children who have been involved in transition planning and look at ways we can enhance our programs.

We look forward to working with you in the future and appreciate the efforts from the Home and School Foundation to advocate for these very important matters.

Sincerely,



E. Susan Willis  
Board Chair