

ONTARIO FEDERATION OF HOME AND SCHOOL ASSOCIATIONS, INC.



# BRAND AND VISUAL IDENTITY STANDARDS

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Updated January 2018

## Purpose:

This document has been produced to set standards for and create consistency in all materials produced by the Ontario Federation of Home and School Associations (OFHSA), its member H&S Associations and H&S Councils.

This document sets standards for correspondence and reports; brochures and information sheets; cover pages for procedure guides and information booklets; newsletters and advertising (both print and electronic) for external audiences and education partners.

A consistent brand identity is crucial to the Federation's credibility and image.

**Contact the federation office for electronic versions of logos and templates.**

## LOGOS



The H&S 1916 graphic (torch) and the OFHSA logo should be used together, offset and sized appropriately for the printed material being produced.



The OFHSA logo must not be smaller than the H&S 1916 graphic.

On correspondence they should be positioned in the upper left of the page, with sufficient 'white space' clearance all around. ( $\frac{1}{2}$ " from the left edge and  $\frac{1}{2}$ " from the top of the page)

Logos must not be sized so small as to be visually unrecognizable.

The OFHSA logo and H&S 1916 graphics must not be compressed or distorted.

The H&S 1916 graphic may be used on its own.

The OFHSA logo is never to be used on its own. It is only to be used with the H&S 1916 graphic.



The OFHSA Leadership graphic may be used by itself or in conjunction with the H&S 1916 graphic. The Leadership graphic should be used only on materials related to OFHSA Leadership training.

When used together the H&S 1916 graphic and the OFHSA Leadership graphic must be of approximately equal size. The H&S 1916 graphic should always appear to the left of the Leadership graphic.

The OFHSA logo and H&S 1916 graphic may be used by H&S Associations and H&S Councils as part of their logos.

H&S Association or H&S Council logos that include the OFHSA logo and/or the H&S 1916 graphic must be submitted to the Federation for review and approval.

The OFHSA logo and H&S 1916 graphic may appear in black or blue.

**The accepted blue is PMS Reflex Blue. (RGB: 12-28-140, hex #0c1c8c)**

## CORRESPONDENCE AND REPORTS

### Logos

The H&S 1916 graphic or combination of the H&S 1916 graphic and OFHSA logo should be placed in the upper left corner with a minimum of ½” from the left edge and ½” from the top of the page.

### Fonts

The Arial font should be used. The type-size for body copy is 12-pt. type. For dense body copy the typeface may be compressed slightly horizontally.

The minimum type-size for headings is 16 pt. type and for sub-headings is 14 pt. type.

### Tag Lines

“The Best for Each Student” tag line is part of the Federation’s brand identity and shall be included at the bottom of all correspondence in boldface, 12 pt. type with a 0.5 pt. rule above and below and may include the “A Member of the Canadian Home and School Federation” tag line in 9 pt. type.

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**The Best for Each Student**

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**A MEMBER OF THE CANADIAN HOME AND SCHOOL FEDERATION**

The “OFHSA – The Best for Each Student” tag line shall be included at the bottom of any single-page marketing piece (which does not carry the OFHSA letterhead) in boldface, 12 pt. type with a 0.5 pt. rule above and below and may include the “A Member of the Canadian Home and School Federation” tag line in 9 pt. type.

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**OFHSA - The Best for Each Student**

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**A MEMBER OF THE CANADIAN HOME AND SCHOOL FEDERATION**

## FOOTERS

When creating or updating resource documents, the footer is to contain the following: left corner → page number; centre → document title with the copyright date below; right corner → created or updated date of the document, in the format of month and year. Use Arial, 10 pt. type bold. Use the word 'updated' in any version after the original, to distinguish as such.

Page 1

OFHSA Resource XX  
Copyright 20XX OFHSA, All Rights Reserved

updated October 2015

## COPYRIGHTS

When producing new resource documents, a copyright year is to be added. Include it on every page. Use the year the document was created. This will not change in further updates. In the case of a revision, then an '**updated month/year**' date should be added to the footer in addition to the original copyright date. **All copyright dates for print resources should be in Arial 10 pt. type, bold.**

### Placement:

**For procedure guides**, place the copyright on the cover page, centered near the bottom of the page, below the title of the document. Also, place the copyright in the footer of each body page, centered below the 'document title'.

Cover Page

Footer

Copyright 20XX OFHSA  
All Rights Reserved

Document Title  
Copyright 20XX OFHSA, All Rights Reserved

**For brochures**, place the copyright on both print sides of the trifold. Depending on the content and available space in the brochure, suggested areas to place are: on the cover page → at the bottom; on the inside page → above the OFHSA contact information or at the bottom of a column.

Copyright 20XX OFHSA  
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**For information sheets** or other one or two page resource documents, place the copyright in the footer. Either the 1 line or 2 line format shown above is acceptable, whichever best suits the resource.

**For newsletters**, the *OFHSA Bulletin* → place the copyright in the footer of each page; the e-news, *Virtually Yours*, → place the copyright on each screen page at the bottom. Either the 1 line or 2 line format shown above is acceptable whichever best suits the resource.

**For the OFHSA website**, place the copyright date on each screen page at the bottom.

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Brand and Visual Identity Standards  
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Updated January 2018

# BROCHURES AND INFORMATION SHEETS

In April 2011, the OFHSA Board of Directors approved the use of the **Microsoft Capsules** blue templates for brochures and information sheets.

The light blue colour should be RGB: 141-179-226, hex #8DB3E2

The dark blue colour should be RGB: 0-0-128, hex #000080

## Fonts

Headings should use Lucida Sans Unicode, 14 pt. type, bold

Sub-headings should use Tahoma, 12 pt. type

Body text should use Tahoma, 11 pt. type

Refer to resources available on the OFHSA website with these templates or to the print resources available in the *Home and School Communications* binder for more details on fonts, sizes and emphases.

These conventions are to be used for publications to be used within OFHSA (Alumni Membership, H&S Association Elections) for promotional purposes (All About OFHSA) and for general information purposes (EQAO, OSR).

As brochures and other publications are updated or developed, attempts should be made to have them in these formats. For information sheets where the content exceeds the space on the left template below, the Microsoft Facet banner with the '1916 H&S graphic' may be used (right template below).

**Ontario Federation of Home and School Associations**

## About Municipal Elections

You should know that the letters patent of OFHSA indicate that H&S Associations and H&S Councils, as an *organized group*, cannot endorse or actively support a trustee candidate. However, as *individual members*, we have the right to support the candidate of our choice.

**Municipal Elections are October 22, 2018 – Act Now!**

H&S ASSOCIATIONS AND H&S COUNCILS SHOULD:

- Stress the importance of trustee elections to all parents and taxpayers
- Distribute information to the community about the role of the school trustee
- Encourage parents to attend public meetings for trustee candidates
- Advertise the date, time and location of any trustee candidate meetings
- Sponsor or co-sponsor a meeting to which all trustee candidates can have equal opportunity to present their qualifications and answer questions about their position on educational concerns and issues
- Stress the important role that trustees have in involving parents as partners in education
- Survey parents to identify their concerns about the education system
- Prepare a questionnaire for candidates about the local concerns and issues. Collect responses from all the trustee candidates in the area and make the responses available to parents prior to the day of the election.

**For H&S members who wish to support a candidate**

- If you hold an executive position in your Association or H&S Council, consider if there could be a perception that the candidate has Home and School endorsement
- If you assist the candidate with literature or presentations, help them evaluate these for comments that might imply Home and School endorsement
- If there is a misunderstanding about your role as a Home and School member and a candidate supporter it could end up hurting the candidate

**H&S Members wishing to seek office:**

- May not seek the endorsement of Home and School as a group.
- Should make every effort to ensure their campaign literature or statements do not imply the direct support of a H&S Association or H&S Council.
- Should refer to their involvement with H&S to reflect their knowledge and understanding of the education system and their commitment to public education.

FOR INFORMATION ON THE ROLE OF THE TRUSTEE AND PUBLIC SCHOOL BOARD, VISIT THE WEBSITE OF THE ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION: WWW.OPBSA.ORG

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One Page

## CONFLICT OF INTEREST

A conflict of interest for an OFHSA member is any situation in which the individual's private interests may be incompatible or in conflict with his or her Federation, H&S Council or Association member responsibilities.

An OFHSA member (at the Federation, H&S Council or Association level) may occasionally find themselves in a conflict of interest position in terms of an issue under consideration that would be of financial benefit to individual OFHSA members, thus influencing their decision. Keep in mind, a conflict of interest may exist whether or not a monetary advantage has been or may be conferred on an OFHSA member or his or her family.

**A Conflict of Interest may be Actual, Perceived or Potential:**

**Actual:** When an OFHSA member has a private interest that is sufficiently connected to his or her duties and responsibilities as a member that it influences the exercise of these duties and responsibilities.

**Perceived:** When well-informed persons could reasonably believe that an OFHSA member has a conflict of interest, even where, in fact, there is no real conflict of interest.

**Potential:** When a Federation, H&S Council or Association member has a private interest that could affect his or her decision about matters proposed for discussion.

When this happens, OFHSA members have a duty to declare a conflict of interest (actual, perceived or potential) in relation to any meeting agenda.

**Meeting Guidelines:**

- "Declarations – Conflict of Interest" – standing agenda item (follows "Approval of Agenda")
- The member should declare that they are in a conflict of interest situation
- The member should not vote on any decision made on the issue

This provides an opportunity for a member to declare in advance, private interest in a specific agenda item, to refrain/absent themselves from any discussion of that specific topic, to allow the meeting to carry on and complete the business of that agenda item.

A Federation, H&S Council or Association member should try to avoid situations in which a conflict of interest is likely to result whereas:

- the member's ability to carry out his or her duties and responsibilities with the Federation, H&S Council or Association may be jeopardized;
- the Federation, H&S Council or Association member or his or her relatives gain or benefit indirectly;
- favours or economic benefits are accepted by the member from any individuals, organizations, or entities known to be seeking business contracts with the school, school board, the Federation, H&S Council or Association;
- any family member, friend, person, organization, or business entity associated with the member will be favoured or benefit.

Conflict of Interest (COI) guidelines are intended to protect the integrity of the decision-making process  
Adapted: School Council, A Guide for Members, 2013 RPT's Copyrighted

Conflict of Interest  
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Greater content or double sided



**As an Alumni Member, you can:**

- Attend the OFHSA Conference, Annual Meeting and all workshops
- Hold office at the Council or Federation level
- Be a Workgroup Leader or member of a workgroup
- Submit policy resolutions to the OFHSA Annual Meeting
- Act as a local resource support for H&S members
- Be an ambassador for OFHSA in your community

**Our Aims and Objectives**

- To promote the welfare of children and youth
- To raise the standards of home life
- To promote the care and protection of children and youth
- To foster co-operation between parents and teachers in the training and guidance of children and youth, both during and after the school period
- To obtain the best for each child according to his or her physical, mental, social and spiritual needs
- To give parents an understanding of the school and its work, and to assist in interpreting the school in all aspects to the public
- To confer and co-operate with organizations other than schools which concern themselves with the care and training of children and youth; and with the education of adults to meet these responsibilities
- To foster high ideals of citizenship and to promote through educational means, international goodwill and peace

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**OFHSA**

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Hamilton ON L8L 1B5  
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info@ofhsa.on.ca  
www.ofhsa.on.ca

**Ontario Federation of Home & School Associations**

**Alumni Membership**

*You still believe...you should still belong*



Updated 2017

Brochure sample

Exceptions will include the OFHSA Promotional Brochure (intended to be a full colour publication) and other documents produced as one-offs (flyers for mailings, documents specific to Conference, Leadership Days, special projects or other OFHSA events).

## COVER PAGES (for Procedure Guides and Information Booklets)

In June 2017, the OFHSA Board of Directors approved the use of the **Microsoft Facet** blue template for Cover Pages to co-ordinate with the blue **Microsoft Capsules** templates for brochures and information sheets and the *OFHSA Bulletin* newsletter.

**The medium blue colour should be RGB: 46-116-181, hex #2E74B5**

**The dark blue colour should be RGB: 0-0-128, hex #000080**

### Cover Page Set-up Order

- Microsoft Facet blue banner along top
- ONTARIO FEDERATION OF HOME AND SCHOOL ASSOCIATIONS, INC.  
(Block capitals, Tahoma 16 pt. type, dark blue)
- Two offset OFHSA Logos (large size, black), centred
- Document Title: Lucida Sans Unicode, 36 pt. type, dark blue, centred
- Copyright date in 2 line format, Arial 10 pt. type, bold, centred
- Footer: Arial, 10 pt. type, black, bottom right corner

The body within procedure guides or information booklets may use Arial, 12 pt. type.

Headings should use: Lucida Sans Unicode, 14 pt. type, bold, dark blue.

Sub-headings should use: Tahoma 12 pt. type, bold, medium blue.



ONTARIO FEDERATION OF HOME AND SCHOOL ASSOCIATIONS, INC.



Microsoft Facet blue banner for  
Procedure Guides and Information Booklets

## BRAND AND VISUAL IDENTITY STANDARDS

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Updated August 2017




# OFHSA BULLETIN NEWSLETTER

In June 2015, the OFHSA Board of Directors approved the use of the **Microsoft Capsules**, blue newsletter template for production of the *OFHSA Bulletin*.

The light blue colour should be RGB: 141-179-226, hex #8DB3E2

The dark blue colour should be RGB: 0-0-128, hex #000080

January 2018 **Ontario Federation of Home and School Associations**



# OFHSA Bulletin


**OFHSA**  
51 Stuart Street  
Hamilton ON L8L 1B5

(905) 308-9563  
info@ofhsa.on.ca  
www.ofhsa.on.ca

**OFFICE HOURS:**  
September - June  
Monday to Thursday  
9:00 a.m. to 3:00 p.m.

**EXECUTIVE SECRETARY:**  
Angela Murchie

*For a full list of the OFHSA Board of Directors, please refer to our website.*



Desk of President

Merry Christmas and Happy New Year! WOW! 2018, where has the time gone? I would like to welcome you all back from your Christmas Holidays! As well, a big welcome to our new Associations! I hope everyone had a wonderful time getting together with family and friends over the holidays.

The first quarter has been very busy. Just to recap for our new Associations, OFHSA consists of a volunteer Board of Directors and one paid Executive Secretary. Our Executive Secretary has been extremely busy meeting the needs of members, Associations, requests from the Board of Directors, the public, as well as accomplishing the day-to-day work of the office. The office is the hub where all information passes through via phone, e-mail or in person.

The Board of Directors have been busy fulfilling the needs of OFHSA via their workgroups. A few directors were able to attend some conferences. Responses and/or letters were sent to various Ministries on topics such as: Transformation Steering Committee, revising the Pupil Accommodation Review Guideline (PARG) and the Community Planning and Partnerships Guideline (CPPG), Rural and Northern Programs, Public Health Nurses, and School Bus Transportation.

Just a quick reminder if you have not sent in your Association's membership fees, please do so. For the OFHSA Annual Meeting, we have some bylaw amendments as well as resolutions coming forward. In order to be able to vote, your Association must be in good standing. If you are not sure if your Association has sent in their membership fees, please contact your H&S Council, or if you do not have one in your area, contact the office.

Although we are in the month of January, before you know it, April will be here with the OFHSA Conference & Annual Meeting. Have you thought about volunteering at the Federation level? We currently have vacant workgroups and are always looking for new faces to join us from across the province. Check out the website for the *OFHSA Workgroups* brochure and the *Federation Volunteer Form*. The website is also filled with valuable resources to assist members. Please take a look, you may be surprised.

I would like to say thank you to the Board of Directors (working around their busy schedules) for all the hard work they do for OFHSA. I would also like to say thank you to the Associations and H&S Councils for the work being done in their local school communities. We want to hear from you! Please e-mail us the accomplishments and activities happening in your home and school community so that we can share ideas with our members across the province. OFHSA is proud of our volunteers, at all levels, working together to obtain "The Best for Each Student".

*Fugema Engs* **2018**

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Page 6

**KEEPING IN TOUCH**

 "like" us on facebook

Ontario Federation of Home and School Associations (Search for OFHSA)

 Follow us on twitter

@OFHSA1916



E-mail  
brijharvey@gmail.com  
and request to be added to the group

**OFHSA: Virtually Yours**

Get the electronic newsletter of OFHSA delivered to your inbox so you can read it at your leisure (in your pjamas!). Are you a subscriber? If not, simply send an e-mail to [info@ofhsa.on.ca](mailto:info@ofhsa.on.ca) with 'sign me up' in the subject line.

E-mail: [info@ofhsa.on.ca](mailto:info@ofhsa.on.ca)

If you are looking for specific information and can't find it on the website, send an e-mail to OFHSA for help. Consider being added to the e-mail lists of your H&S Association or H&S Council. They can provide you with local information.

**OFHSA Bulletin**

Published 3 times a year, it's filled with information you should be aware of. A great way for associations to share their successes and milestones. If you have a story that might interest other members, please send it to [bulletin@ofhsa.ca](mailto:bulletin@ofhsa.ca).

**PROVINCIAL NEWS**

- The Premier's Awards for Accepting Schools recognize those across the province that have done exceptional and innovative work in creating a safe, inclusive accepting school environment. This award recognizes schools that have demonstrated initiative, creativity and leadership in promoting a safe, inclusive and accepting school climate.  
<http://www.edu.gov.on.ca/eng/parents/Safeschools.html>
- Minimum wage increases to \$14.00/hr on January 1, 2018. Studies show that higher minimum wage results in less employee turnover, which increases business productivity. Other changes include ensuring workers are entitled to at least 3 weeks vacation after 5 years with the same employer. <https://news.ontario.ca/mol/en/2017/12/ontarios-minimum-wage-to-rise-to-14-on-january-1.html>
- Do you know of a child who was born in 2014? They are eligible to attend Kindergarten in September. Inform the parents and have them register as soon as possible at their home school.
- Healthy Schools Working Table is meeting January 17th, 2018 in Toronto. They are looking for input on priority items such as the PPM150 - School and Beverage Policy and Bill 174 - Cannabis, Smoke-Free Ontario and Road Safety Statute Law Amendment Act. As well they are looking for input regarding supporting students with medical conditions in schools.  
<http://www.edu.gov.on.ca/eng/parents/healthyschools.html>

**PARENTAL MEDIA CONSENT / RELEASE**

Did you know that each year permission is needed to post pictures of the students. As a parent, it is your responsibility to ensure your child's safety. The teacher / school / school board, should be obtaining your consent prior to posting any student work, digital pictures, etc. on social media or online. All uses should not contain identifying information for any student, unless permission is granted.

There should be some form of permission/consent for each school board but it may differ in the format. Generally this is to be signed at the beginning of each school year.

It may be a separate consent form or a specific section on student registration forms for media consent/release to be given or not given by parents. Make sure you know what you are signing. It may be a simple 'yes' or 'no' check box with a signature. There may be lines to specify other detail such as, for example, allowing pictures to be posted in the school but not online.

If you say 'no' to giving consent to media release, the staff can always contact you to ask for your permission to use a one-time picture, piece of artwork etc. for a certain purpose. You can give permission on a case-by-case basis.

Children's online presence begins with you.

**DISCLAIMER**

The Ontario Federation of Home and School Associations, Inc. accepts paid advertisements for inclusion in the *OFHSA Bulletin*. Accepting advertisements from corporations does not indicate OFHSA's endorsement of a corporation's products or services. Those interested in advertising in the *OFHSA Bulletin* should contact the office to learn about space and rates.

Submitted articles are the opinions of the writers and not necessarily those of the Ontario Federation of Home and School Associations, Inc. or its members.

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Sample of a published edition





# OFHSA Bulletin

**OFHSA**

51 Stuart Street  
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(905) 308-9563  
info@ofhsa.on.ca  
www.ofhsa.on.ca

**OFFICE HOURS**

September - June  
Monday - Thursday  
9:00am - 3:00pm

**OFFICE ADMINISTRATOR**

Angela Murchie

**CAPSULES FORMAT FOR OFHSA BULLETIN**

The blue "square" above is the light blue: RGB 141 179 226. The medium blue does not allow for the crest to show properly.

The blue oval above is dark blue: RGB 0 0 128  
The writing in this oval is white, Lucida Sans Unicode 9pt

The title OFHSA Bulletin is dark blue: RGB 0 0 128  
The writing is Lucida Sans Unicode 40pt  
The oval space is white.

All writing within the bulletin is to be black, Tahoma 10pt  
Titles are Lucida Sans 14pt, Small Caps, bold

The square around the text box is black  
Fill colour is white and weight of box is 1 pt.

The side capsules outline is light blue: RGB 141 179 226  
The line width is 6pt.  
Internal writing is black, italics, Calibri, 11pt

See page 2 for more details.

**INSIDE THIS ISSUE:**

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**MORE INFORMATION ABOUT THE BULLETIN**

The format on pages 2 and additional pages are as follows.

The top header is light blue: RGB 141 179 226

The page number is white background and the writing is Calibri 10pt.

Even pages should have the number on the left side with the round end to the right (as shown above).

Odd pages should have the number on the left side with the round end to the right (as shown below). The side capsules on the odd pages will be on the right as well.

This will allow the page numbers and at a glance snippets of the article to be quickly scanned by the reader, as they will be on the outer edges.

*"Have fun at membership drives and enjoy winning over the community with the benefits of H&S!"*

The fill colour of the text box is white. This covers up some of the blue to give it a "header" type of look. The border on this example txt box is the black.

OFHSA Bulletin - Publishing Date, will be on the same outer edge in the footer of each page.

*"Advocacy is important. You need to speak up and not give up! OFHSA is an avenue where persistence has made a difference these past 100 years."*

Approved OFHSA BULLETIN Standards

## ACCEPTED SPELLING, GRAMMAR AND CAPITALIZATION

The following spelling, grammar and capitalization conventions were accepted at the April 2013 Board of Directors meeting. Some additions have been further included.

### Spelling

- OFHSA (no periods)
- Annual Meeting (capitalized as it is defined as an event)
- bylaw (no hyphen)
- co-ordinate, co-operate, decision-making, year-in-review, in-camera (with hyphens)
- e-mail and e-news (with hyphens)
- vice-president, past-president or Vice-President, Past-President (with hyphens)
- workgroup, website, online, fundraising, timekeeper, keynote (one word)
- 1<sup>st</sup>, 2<sup>nd</sup> (instead of first and second) i.e. 1<sup>st</sup> Vice-President

### Grammar / Capitalization

- Do not capitalize board of directors, executive committee, board of managers, or titles such as president unless they are preceded by OFHSA. (i.e. The board of directors will meet four times each year; The agenda will be set by the president; The agenda of the OFHSA Board of Managers will be prepared by the OFHSA President).
- Federation should be capitalized except when used as an adjective. (i.e. federation office; but members of the Federation).
- Home **and** School: in proper titles and when written out in full as part of the Ontario Federation of Home and School Associations.
- H&S: in pamphlets, promotional materials, for 'friendly' documents; when referring to Council level, use H&S Council or Home and School Council so as not to be confused with board mandated School Council.
- Life Member, as it is a designation
- *OFHSA Bulletin*, *Virtually Yours* italicized to indicate they are titles of resources
- "The Best for Each Student" in quotations to indicate it is a motto
- When using numerals: numbers 1 to 9, write out in full (i.e. four); numbers 10 and over, use numerals (i.e. 29)

## ACRONYMS

When using acronyms, list the full form of the source followed by the acronym in brackets when used the first time. If the source is used again throughout the document, then the acronym may be used alone. i.e. Elementary Teachers' Federation of Ontario (ETFO)

### Acronyms Used by OFHSA (This list may not be complete)

- AODA** – Accessibility for Ontarians with Disabilities Act (AODA)
- AECEO** – Association of Early Childhood Educators of Ontario (AECEO)
- AED** – Automated External Defibrillator (AED)
- ARC** – Accommodation Review Committee (ARC)
- B4L** – Breakfast for Learning (B4L)
- BOD** – Board of Directors (BOD)
- BOM** – Board of Managers (BOM)
- C&B's** – Constitution & Bylaws (C&B's)
- CASL** – Canada's Anti-Spam Legislation (CASL)
- CCEYA** – Child Care and Early Years Act (CCEYA)
- CECE** - College of Early Childhood Educators (CECE)
- CEM's** – Commercial Electronic Messages (CEM's)
- CNCA** – Canada Not-for-Profit Corporations Act (CNCA)
- CODE** – Council of Directors of Education (CODE)
- CPPG** – Community Planning and Partnerships Guideline (CPPG)
- CTF** – Canadian Teachers' Federation (CTF)
- CUPE** – Canadian Union of Public Employees (CUPE)
- DPA** – Daily Physical Activity (DPA)
- EDI** – Early Development Instrument (EDI)
- ETFO** – Elementary Teachers' Federation of Ontario (ETFO)
- ETT** – Education Transformation Table (ETT)
- EQAO** – Education Quality and Accountability Office (EQAO)
- FDK** – Full-Day Kindergarten (FDK)
- GECHSA** – Grand Erie Council of Home and School Associations (GECHSA)
- GEDSB** – Grand Erie District School Board (GEDSB)
- GECDSB** – Greater Essex County District School Board (GECDSB)
- H&S** – Home and School (H&S)
- HWCHSA** – Hamilton-Wentworth Council of Home and School Associations (HWCHSA)
- HWDSB** – Hamilton-Wentworth District School Board (HWDSB)
- IEP** – Individual Education Plan (IEP)
- IPRC** – Identification Placement Review Committee (IPRC)
- IRS** – Indian Residential Schools (IRS)

**MOE** – Ministry of Education (MOE)  
**MOU** – Memo of Understanding (MOU)  
**OAPCE** – Ontario Association of Parents in Catholic Education (OAPCE)  
**OCT** – Ontario College of Teachers (OCT)  
**OHSC** – Ontario Healthy Schools Coalition (OHSC)  
**ONCA** – Ontario’s Not-for-Profit Corporations Act (ONCA)  
**OPC** – Ontario Principals’ Council (OPC)  
**OPHEA** – Ontario Physical and Health Education Association (OPHEA)  
**OPSBA** – Ontario Public School Boards’ Association (OPSBA)  
**OSBA** – Ontario School Bus Association (OSBA)  
**OSR** – Ontario Student Record (OSR)  
**OSSTF** – Ontario Secondary School Teachers’ Federation (OSSTF)  
**OTF** – Ontario Teachers’ Federation (OTF)  
**P4E** – People for Education (P4E)  
**PAR** – Pupil Accommodation Review (PAR)  
**PARG** – Pupil Accommodation Review Guideline (PARG)  
**PIC** – Parent Involvement Committee (PIC)  
**PMA** – Prime Minister’s Awards (PMA)  
**PRO Grant** – Parents Reaching Out Grant (PRO Grant)  
**RECE** – Registered Early Childhood Educator (RECE)  
**RFP** – Request for Proposal (RFP)  
**SEAC** – Special Education Advisory Committee (SEAC)  
**STEM** – Science, Technology, Engineering, Mathematics (STEM)  
**STEAM** – Science, Technology, Engineering, Art, Mathematics (STEAM)  
**STP** – School Travel Planning (STP)  
**TDSB** – Toronto District School Board (TDSB)  
**TOR** – Terms of Reference (TOR)  
**TSAW** – Teacher Staff Appreciation Week (TSAW)  
**TSC** – Transformation Steering Committee (TSC)  
**TVCHSA** – Thames Valley Council of Home and School Associations (TVCHSA)  
**TVDSB** – Thames Valley District School Board (TVDSB)  
**VSP** – Volunteer Skills Portfolio (VSP)  
**WCHSA** – Windsor Council of Home and School Associations (WCHSA)  
**WRDSB** – Waterloo Region District School Board (WRDSB)  
**YIR** – Year-In-Review (YIR)

## **Provincial Federations under the**

### **Canadian Federation of Home and School Associations (CHSF)**

**BCCPAC** – British Columbia Confederation of Parent Advisory Councils (BCCPAC)

**NBFHSA** – New Brunswick Federation of Home and School Associations (NBFHSA)

**NSFHSA** – Nova Scotia Federation of Home and School Associations (NSFHSA)

**OFHSA** – Ontario Federation of Home and School Associations (OFHSA)

**QFHSA** – Quebec Federation of Home and School Associations (QFHSA)

## **FINAL NOTES**

**These are the approved standards of OFHSA and must be adhered to when creating or revising any resources or documentation. Any suggested changes to these standards must be brought forth to the OFHSA Board of Directors for approval.**