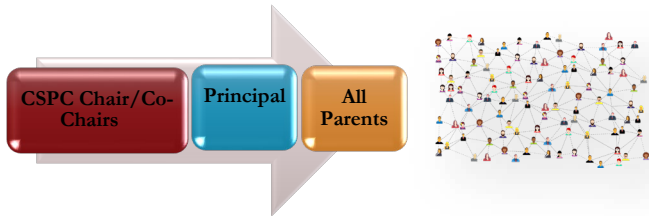


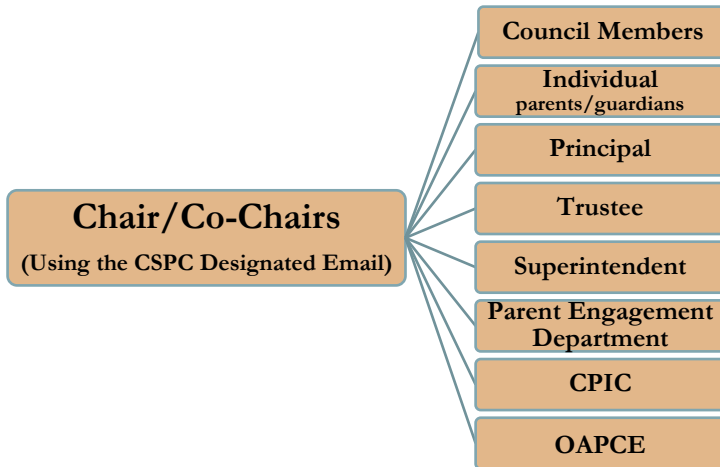
# PARENT ENGAGEMENT MATTERS

## CSPC COMMUNICATION WITH THE SCHOOL COMMUNITY

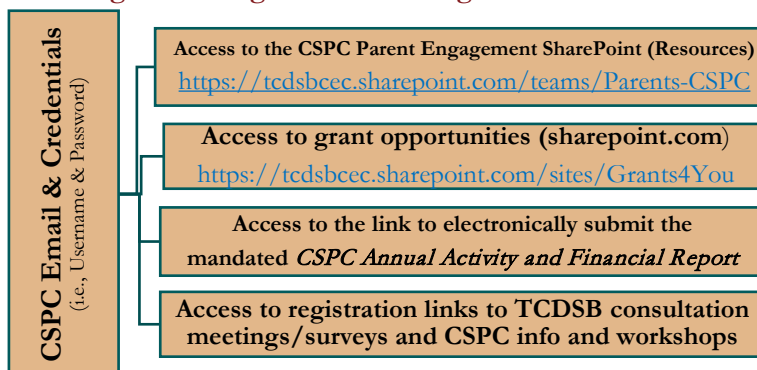


“All communications from CSPC intended for distribution to all parents of children in the school, will be approved by the principal prior to the communication being sent to the intended recipients.” [Policy S.10, Reg.26](#)

## COMMUNICATION IN THE ROLE OF THE CSPC CHAIR



## Advantages to Using the CSPC Designated Email



## SOCIAL MEDIA GUIDELINES APPLICABLE TO ALL COUNCILS

All communication via any social media medium must adhere to the [TCDSB Social Media Guidelines](#).

In addition, any social media account run by CSPC must adhere to [TCDSB’s Social Media Guidelines for Catholic School Parent Councils](#).

## Guidelines for All CSPC Social Media Account Managers

- Written authorization from the applicable principal must be obtained to operate a CSPC social media account.
- It is recommended that the CSPC chair operate any CSPC social media account as he/she has been issued a Board email address which should be used for a CSPC social media account.
- Ensure that any account names/handles are approved by the principal and under the following format:
  - **CSPC name** followed by “\_TCDSB”, OR
  - **CSPC name** followed by “. TCDSB”
- Existing accounts that do not follow the above guidelines are asked to update their handles immediately by accessing profile settings.

Please refer to [Social Media Guidelines for Catholic School Parent Councils](#) for complete guidelines that apply to all CSPC members who wish to use social media to promote or highlight CSPC activities.

## Additional Resources

- How to contact the TCDSB Service Desk? Web (from any device): <https://servicedesk.tcdsb.org> | Phone (if **urgent call in**): (416) 222-8282, ext. 4357 (HELP)
- [Accessing TCDSB Email on a Personal Device](#)
- [How to Block Unwanted Emails in Outlook using Junk Email Filtering](#)

For information or assistance, please contact Manuela Sequeira @ [Manuela.sequeira@tcdsb.org](mailto:Manuela.sequeira@tcdsb.org) or @ 416-222-8282 Ext.2501

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