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**SUBJECT: THE DESIGN OF BOARD DOCUMENTS**

Legal References: *Education Act: Section 264 Duties of Teacher: Pursuit of Learning; Section 265 Duties of Principal: Examinations and Reports; Section 286 Duties of Supervisory Officers: Assist Teachers; Ontario Regulation 298—Operation of Schools: Section 11 Duties of Principals: Supervise Instruction, Outlines of Courses on File; Section 20 Duties of Teachers: Effective Instruction; The Ontario Curriculum—by grade: K-Grade 8; by subject: Grades 1-8; Ontario Secondary Schools, Grades 9-12 Program and Diploma Requirements, 1999*

Related References: *Administrative Procedure 201 School Day, Organization of; AP 202 School Day and Subject Time; AP 204 Program Planning; AP 207 Curriculum Planning Process Form 204 Program Planning; Form 207A Curriculum Gap Analysis; Form 207B Curriculum Development Plan*

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**1. VISUAL APPEARANCE AND CONTENTS OF DOCUMENTS**

1.1 The director of education has developed this administrative procedure to provide direction and consistency for the visual appearance and contents of district documents.

**2. PROCEDURES TO BE FOLLOWED**

2.1 Types of Board documents and publications covered by these guidelines include: Curriculum and other resource documents, Booklets, Brochures/Pamphlets, Staff Development Certificates, schools newsletters, school and Board letterhead, advertisements, electronic publications.

2.2 *A printed and an electronic version of all publications intended for public distribution must be submitted to the Communications Department for archiving.*

2.3 See Appendix A - Guidelines for the Design and Composition of Board Curriculum Documents.

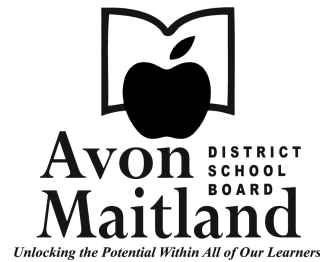
2.4 See Appendix B – Guidelines for the Design and Composition of Board and school documents and publications.

## Guidelines for the Design and Composition of Board Documents and Publications

The purpose of this document is to provide direction and consistency for the visual appearance and contents of Avon Maitland District School Board documents.

### Board Logo

The approved form of the board logo, which includes both the logo and the motto, must be used at all times in all documents. When used in colour the approved board colours are: **Pantone 072 Blue and Pantone 033 Red**. The logo can be printed in all black, or in reverse as white when used on a coloured background. No other colours can be used with the Board Logo. The logo should never be boxed or surrounded by any lines. The following samples are the only acceptable ways a board logo may appear.



### Types of Publications

- A. Curriculum Support Documents
- B. Booklets
- C. Brochures
- D. Newsletters
- E. Staff Development Certificates
- F. Student or Staff Recognition Certificates
- G. School and Board Letterhead
- H. News Releases
- I. Advertisements
- J. Electronic Publications

## A. Curriculum Publication Guidelines

The following guidelines are recommended for the design and composition of Avon Maitland District School Board curriculum *support documents*. These guidelines comply with the Ministry format used in the writing of course profiles.

1. General
2. Packaging
3. Printing
4. Introductory Pages

### 1. **General**

- document typed in a standard 11 or 12 point font
- pages numbered
- pages to include document title and board logo in footer

### 2. **Packaging**

- white binders with front and spine pockets
- laminated or commercially printed covers, spines, title pages and plain back pages
- colours of covers, spines, front title page and back blank page to designate divisions: yellow - primary; blue - junior; green - intermediate; buff - system
- front cover to include the title of the document, the approved board logo, the grade if applicable, and the date of issue
- spine to include the approved board logo, the title of the document, and the grade if applicable

### 3. **Printing**

- copying of multi-page documents designed for internal use, created by Central Administration and not exceeding quantities of 100 should be copied
- where the number of copies of a multi-page document exceeds 100, quotes for the printing of such documents should be obtained from at least three suppliers
- printing requisition forms are available through the purchasing department at the Education Centre

### 4. **Introductory Pages**

- i Title Page (side one)
- ii Title Page (side two) Copyright Statement
- iii Table of Contents
- iv Introduction Page
- v Curriculum/Course Overview
- vi Unit Overview
- vii Activity Overview

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| <b><i>Copyright Statement</i></b> |
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Permission to reproduce any or all sections of this document must be obtained from the Communications Department of the Avon Maitland District School Board.

*Every reasonable effort has been made to trace the ownership of copyrighted materials and to receive permission to include materials in this document with due acknowledgement. Should a source have been missed, we would like to be informed in order to rectify the oversight.*

*Where the Avon Maitland District School Board has received copyright clearance, such materials are identified by the phrase "Reproduced with permission of ... (the copyright holder). These materials may not be reproduced without the permission of the original copyright holder. These materials are not covered by the CANCOPY agreement.*

i **Title Page** (side one)

- title of document
- board logo
- grade or course
- date of issue

ii **Title Page** (side two)

- copyright statement (see sample - Appendix 1)

iii **Table of Contents page**

- board logo
- title of document
- listing of document contents and page numbers

iv **Introduction** page (see samples - Appendices 2,3)

- board logo
- title of document
- rationale (i.e. background and need for document)
- board's philosophy (i.e. AMDSB policies, procedures)
- reference to Ministry documents where appropriate
- names of contributors and positions where applicable
- appropriate superintendent's signature

v **Curriculum Support Document Overview** page(s)

- **board logo**
- **title of document**
- **unit titles:**
  - listing should indicate approximate time lines to complete
- **unit descriptions:**
  - brief descriptions of units listed above
- **teaching/learning strategies:**
  - summary of strategies to be used in the units and as a final method of student

evaluation

- **assessment/evaluation strategies:**
  - Summary of strategies recommended to support the expectations
- **resources:**
  - human and material resources needed to support teaching and learning
- **course evaluation:** (*secondary only*)
  - methods of assessing the effectiveness of course delivery should be included

vi     **Unit Overview**

- **unit title page:**     board logo
  - Unit Title/Subtitle
  - Unit # in course sequence (*Secondary*)
  - Time: Number of Hours
  - Subject:
  - Unit Developers:
  - Date:
- **unit description**
  - an outline of the contents and focus of the unit, along with the intended
  - connections to other units in the course.
- **strands and expectations**
  - identification of the strand(s), overall and specific expectations taken from the
  - appropriate curriculum documents which will be addressed through the units
- **activity titles** (time and sequence):
  - a short description of each activity
- **prior learning required:**
  - the knowledge or skills assumed needed in order to complete the unit
- **planning notes summary:**
  - key information/suggestions to assist teacher’s overall preparation for delivery of unit
- **teaching/learning strategies:**
  - a brief overview of teaching and learning strategies suggested for use in delivery of the unit
- **resources:**
  - a listing of the main human and material resources required to support teaching and learning in the unit

vii     **Activity Overview**

- **title page:**
  - board logo
  - activity title
  - activity # in unit sequence
  - time (minutes)
- **description:**
  - a short description of the activity.

- **strands and expectations:**
  - the strand(s), overall and specific expectations taken from the appropriate curriculum policy documents which will be addressed through the activity. Those expectations which will be assessed should also be indicated.
- **step by step instructions:**
  - include instructions for teachers to complete the activity including planning notes, and descriptions of the teaching/learning strategies being used, assessment and evaluation techniques, learning resources and cross-curricular connections. Also note how they will adapt their instructional strategies, evaluation techniques, and learning order to meet the individual needs of students in their classes including those who are exceptional and those who require ESL/ELD support.
- **planning notes:**
  - descriptions of classroom organization, materials needed, field trip bookings, factors to consider regarding availability of human or material resources as well as specific accommodation for particular students.
- **prior learning required:**
  - the knowledge or skills it is assumed are needed in order to complete the activity.
- **teaching/learning strategies:**
  - This should include a range of approaches which address the diverse learning needs and background of students, a variety of teaching skills, and the particular demands of the subject.
- **assessment/evaluation strategies:**
  - include the intended demonstrations of student learning, as well, as the criteria for assessment based on levels of achievement as appropriate.
- **adaptations/accommodations to meet student needs:**
  - When implementing the activities, the suggested adaptations to address the needs of Special Education and ESL/ELD students should be noted.

## **Board and School Publications and Documents**

The following guidelines are recommended in the production of Avon Maitland District School Board and school based publication of booklets, brochures, pamphlets, newsletters and certificates.

### ***B. Booklets***

- typed in a standard 10 - 12 point font serif or sans serif
- front and back covers on cover stock
- three-holed punched or plain
- stapled or spiral bound
- internal documents produced in 1-colour, black or Pantone 072 Blue
- use 2-colour process with Board Pantone colours, 072 Blue and 033 Red
- covers should be eye appealing with appropriate graphics incorporating Board colours
- to include the title, the date of issue, list of authors and positions,
- board address, telephone, fax, e-mail and website address

### ***C. Brochures/Pamphlets/Flyers***

- typed in a standard sans serif 10 - 12 point printed on either 8 ½ x 11 ½ or 8 ½ x 14" paper
- flat or folded in two, three or four panels
- *internal documents as one colour, black or Pantone 072 Blue*
- use 2-colour process with Board Pantone colours, 072 Blue and 033 Red
- eye appealing with appropriate graphics
- include on the front cover the title, the board logo, the school logo if applicable.
- include on back cover contact person, board or school address, telephone, fax, e-mail

### ***D. School Newsletters***

- Printed on 8 ½ by 11 paper using one colour
- Preferred format is a newsletter printed two sides 11 x 17 folded to four page 8 ½ by 11 booklet
- For easier reading and acceptance newsletter should be formatted in 3 columns per 8 ½ x 11 page using standard serif or non-serif fonts 10 - 12 point (*for sample template see Appendix 5*)
- Newsletter banner must include school logo in approved graphic format
- Newsletter banner must include board logo in approved graphic format to exact specifications
- Must include name of principal and vice-principal where applicable
- Must include school address, telephone, fax, email and website address
- Use of images such as clipart and photos is encouraged
- Must be converted to an Adobe Acrobat Reader .pdf file for posting on school website
- Electronic subscription lists should be developed where possible to save on the cost of paper and distribution

### ***E. Staff Development Certificates***

- printed on 8 ½ x 11 certificate paper
- ~~eye appealing with appropriate font size~~

- include the board logo in accepted board colours, the participant's name, the subject area, and the workshop
- title, the date of the workshop, the location of the workshop, the number of staff development hours, the signatures of the workshop contact and the Director of Education

***F. Student or Staff Recognition Certificates***

- printed on 8 ½ x 11 approved certificate paper
- eye appealing with appropriate font size
- *include the board logo in approved board colours, partnership logos where applicable, the recipient's name, the date of the event and or accomplishment, the location, and brief description of the achievement or recognition*
- certificates must bear the signatures of the Director of Education and Chair of the Board

***G. Board Letterhead***

- printed on 8 ½ x 11 white paper (*see appendix 4*)
- approved board logo must appear in the upper left hand corner
- Board address must appear in the upper right hand corner
- Director of Education name and title must appear below the board logo in the left hand corner
- templates are available in the shared directory at the education centre formatted to proper specifications
- letterhead may be produced in colour, using the approved board logo

***H. School Letterhead***

- Printed on 8 ½ by 11 white paper (*see appendix 4*)
- approved school logo must appear in the upper left hand corner
- approved board logo must appear in the upper right hand corner
- school name and address should appear at the top centered between the two approved logo's
- name of the Principal should appear below school address
- e-mail and website address should also be included



### ***G. Media Releases***

- except in extraordinary circumstances all Media Releases should not exceed one 8 ½ x 11 page
- school based media releases should be printed on approved school letterhead with both the school and approved board logos
- the words “News Release” in a sans-serif 18 point font should be aligned with the left margin and should be at the top of all media releases below the letterhead template header which includes logos
- the date of the release should appear in 12 point font immediately below the “News Release” banner
- following a double space, the body of the release should be preceded by a headline to introduce the topic of the release.
- headline should be bolded all caps in 14 - 16 point sans-serif font written as a hook or teaser to the content of the media release
- all Board media releases will list the Manager of Communications as the key contact and other additional staff members as appropriate
- all school based media releases will list the Principal as the key contact and other additional staff as appropriate

### ***H. Advertisements***

- design, layout and purchasing of all board advertising shall be arranged by the Communications department
- all board advertising must follow a common format, developed and updated from time to time by the Communications department and must include the approved board logo, the name of the Director of Education and the name of the Chair of the Board.
- advertising placed by a school must be authorized by the Principal
- ads should include the school name and logo as well as the approved board logo

### ***E. Electronic Publications***

- copies of all original documents shall be converted to electronic format in Adobe Acrobat Reader format as a .pdf file for archival and reference purposes and forwarded to the Communications Department.
- whenever possible distribution of all documents and publications should be done electronically either through e-mail or posting to the Board and/or school websites. All formats and design guidelines must be maintained in the conversion process.



## PHYSICAL EDUCATION

### ONTARIO SAFETY GUIDELINES

#### Elementary Curricular Guidelines

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## INTRODUCTION

Physical education activities, by their very nature, present challenging environments for students as they move and manipulate equipment. It is important that physical education classes motivate students to be active. At the same time, it is the responsibility of principals and teachers to ensure that the learning environment is safe.

The Ontario Physical Education Safety Guidelines are the mandatory minimum standards which must be addressed before any physical education activity may take place. Within the Avon Maitland District School Board, teachers and principals need to acknowledge that all physical activity has an element of risk and they need to minimize the risk of injury within their physical education program by adhering to these Guidelines.

These Guidelines were reviewed by the Elementary Safety Standards Committee.

*(signature)*  
Superintendent of Education



## INTRODUCTION

This document was selected as a curriculum resource for teachers of the Avon Maitland District School Board because of its user-friendly format. The lesson plans found in this binder will assist teachers in helping their students achieve the expectation stated in *The Ontario Curriculum: Health and physical Education, 1998*. This document will provide teachers with educationally sound activities which promote physical activity, the development of age-appropriate motor skills, physical fitness, and fair play.

Safety is a major emphasis in physical education programs. This document outlines classroom management practices and procedures which will help to ensure that a safe learning environment is provided for students. It is important for school administrators and teachers to be vigilant in making sure that equipment checks are done regularly and that safe practices and procedures are being reinforced within the school.

*(signature)*  
Superintendent of Education

**Sample School & Board Letterhead – Appendix 4**

*Sample School Letterhead*



**Hensall Public School**  
Alex Vanderkam - Principal  
85 York Street, Hensall N0M 1X0  
Tel: 262-2833 Fax: 262-2323  
www.yourschools.ca/HensallPS



*Sample Board Letterhead*



Geoff Williams, Director of Education and Secretary of the Board

**Education Centre**  
62 Chalk Street North  
Seaforth, ON N0K 1W0  
Telephone: (519) 527-0111  
1-800-592-5437 (Ontario)  
Fax: (519) 527-0222  
Website: www.yourschools.ca  
E-Mail: info@fc.amdsb.ca

## Sample School Newsletter – Appendix 5



[www.yourschools.ca](http://www.yourschools.ca)

### Mornington Central Public School May Newsletter

RR # 1 Newton, ON N0K 1N0  
Principal – Denise Drinkwalter, Secretary – Helen Hendricks  
Tel: 595-8995 Fax: 595-8992  
[www.yourschools.ca/MorningtonCentralPS](http://www.yourschools.ca/MorningtonCentralPS)



## SCHOOL WINS X-COUNTRY MEET

This template is set up in a three-column format. To enter the text you require, please select this text and delete, or copy text from another document and then select this text, and press Control V on your keyboard.

This template is designed in a newspaper style format and can include headlines of various sizes. Graphics and digital photos can also be inserted as desired.

The alignment can also be changed by selecting the text and adjusting the alignment by selecting the Format on your tool bar, then selecting paragraph and then selecting your desired alignment. Currently this template is set at a justified alignment format.

The template is easy to use. To place your school logo in place of the Robertson logo, simply select the EW logo and delete. At that time your cursor will be inside a text box. Go to the top of your toolbar and select insert. Then select picture, then select from file and go to your school logo.

After you have placed your school logo, save the template so the logo will remain each time you use it.

Then select the text where it says "Name of Month" Newsletter. Of course you will replace those words with the name of the month.

For complete information on our school and the Avon Maitland District School Board

[www.yourschools.ca](http://www.yourschools.ca)

## BREAKFAST PROGRAM

After you type a headline for the story you are about to type or past into your document. Select the text and in the style section on the upper tool bar, press the arrow and select "Headline 1". This will change you headline to an automatic setting is being used in the sample headline above.

If you would like to insert a picture or a graphic of some sort all you have to do is go to Insert on the top bar and select picture. It will ask you to select either



from clip art or file. Your choice will depend upon where you have the graphic stored.

After you have inserted the graphic or photo, all you have to do is continue to type your document.

## HEAD LICE

The indent is set automatically to occur at the beginning of each paragraph or once you hit the return key.

If you wish to change the settings for a larger indent, or to change the alignment, you will need to go to Format on the tool bar and select style. All adjustments can be made here.

## SCHOOL COUNCIL NEWS

The newsletter template can help you easily insert any story or graphic with a professional look to the page and easier reading for the intended audience. It will allow you to run single page or multiple page newsletters with no restrictions. Of course it is better to run an even number of pages so that copying can be two-sided and you'll be able to save money on paper.

## HERE TO HELP

If you or your newsletter editor has any difficulty in using this template, I am ready and available to help. Either e-mail me at the Board Office, or give me a call at ext 131. If need be, I will set up a time to come to your school and work with the person or persons responsible for putting your newsletter together.

As you continue to work on your newsletter you will gain valuable experience in working with layouts and graphics and be able to create with ease a first quality newsletter that everyone in your school community will enjoy reading.

Once again a reminder that if you have any questions about using this template, please feel free to call me at 1-800-592-5437 ext 132.

