

ADMIN PROCEDURE NO. 227

PRESENTATION EXPECTATIONS

Background

Red Deer Catholic Regional Schools must ensure that outside presenters and presentations are linked to the Alberta Education Program of Studies as well as align with the values and goals as stated in the Division's Principles of Practice, and as explained in the Catechism of the Catholic Church.

Procedures

1. Pre-Presentation

When outside groups are invited into our schools to present, every effort must be made to ensure that they align with:

- The school's goals
- Alberta Education Program of Studies
- The Division's Principles of Practice
- And, the Catechism of the Catholic Church

The following questions may support the decision-making process:

- What expertise is being brought in from the community that the school cannot achieve itself?
- Does the presenting group hold the same values as RDCRS?
- What are the potential negative outcomes of the presentation?
- What potential questions will the students have following the presentation that will need to be addressed?
- Are classroom teachers equipped to answer follow up questions after the presenter leaves?

If there are any concerns or questions in regards to the presentation, the principal will call the Associate Superintendent of Inclusive Learning to gain clarification.

- 1.1 A pre-meeting with presenters to preview the presentation must be organized by the classroom teacher prior to the presentation occurring. Classroom teachers can request the department head, school counsellor and/ or principal attend this meeting if they feel it would be beneficial.
- 1.2 Presenters must be made aware of our Division's values and goals in regards to presenting sensitive material to our students.

- 1.3 A link to the approved Alberta curriculum outcomes must be evident and provided to the principal.
- 1.4 When appropriate, a pre-lesson can be taught by the classroom teacher prior to the presentation to demonstrate relevance to the subject area or school goal and to provide context for the presentation.
- 1.5 If the topic is of a sensitive nature, the principal should be notified by the classroom teacher and a decision will be made as to the method of communication to parents for notification of the presentation dates, times and subject matter.
- 1.6 An explanation to staff about the presentation must happen prior to the presentation date and time in order for common language to be developed and support for students before and/or after the presentation.
- 1.7 Student behaviour expectations must be outlined prior to the presentation. This includes being respectful to the presenter and, at no time, will a student be allowed to video or record a presentation without permission from the teacher and the presenter.

2. During Presentation

2.1 Supervision:

- The classroom teacher must be present during the presentation and ensure that clarification is provided if necessary. The content of the presentation may also need to be put in the context of our Catholic faith. This could happen during the presentation or during the post presentation discussions with students.
- The teacher must be present throughout the presentation and must be actively engaged in both the presentation and monitoring students.
- Keeping in mind the Division's values and goals as outlined in the Pre-Presentation section, the teacher must redirect inappropriate questions to ensure they align with the topic, grade and subject area.

3. Post Presentation

- 3.1 There must be a debriefing process completed by the teacher(s) immediately after the presentation.
- 3.2 If the teacher believes that a potentially controversial issue was discussed during the presentation, the teacher must inform the principal immediately. It would then be the responsibility of the principal to follow through on the issue by contacting the following:
 - The parents
 - Senior Administration

- The presenter or presenting group

Conclusion

The overall objective of these expectations is to protect our students, to support our staff and to create an environment that is in keeping with the Gospel values of the Catholic Church and aligns with the Alberta Education Program of Studies.

School Act, Section 50.1 (1-3) (Notice to Parents)

1. [Link to Google form](#)
2. [Link to email that the teacher receives](#)
3. [Link to Google Doc the teacher receives when submit is clicked.](#)
4. [Link to Google Sheet created from Google Form](#)

Revised Sept 2017