

Halton District School Board

Operational Policies/Procedures

NUMBER:	<i>to be determined</i>
TOPIC:	External Presentations in Schools
EFFECTIVE:	September 2000
CROSS-REFERENCE:	
REVISION DATE:	September 2005
RESPONSIBILITY:	Superintendent of Education

POLICY STATEMENT:

At times, staff may wish to arrange external presentations as appropriate teaching/learning strategies for their students. These presentations may assist in the achievement of relevant curriculum expectations, in the implementation of provincial or local policies/legislation, or in the development of students toward graduate expectations.

PROCEDURES:

Principals and staff should consider the following before arranging an external presentation to students.

1. The decision to allow an individual or group presentation is the responsibility of the principal. In making the decision, the principal will keep in mind the unique character of the school community.
2. Where any presentation may be deemed controversial:
 - 2.1 The principal will have been assured by the school staff that the presentation forms part of an existing program and will satisfy a significant educational need;
 - 2.2 The principal will ensure that the supervisory officer is consulted
 - 2.3 The principal should ensure the School Council is aware of the nature and purpose of the presentation
 - 2.4 The principal will ensure that the presentation is limited to students enrolled in the course;
 - 2.5 The principal will ensure that students have been given the opportunity to opt out of the presentation and have an alternate program assigned;
 - 2.6 The principal will ensure that a letter is sent to the parents of all students enrolled in the course outlining the nature, content and purpose of the presentation. No student under 18 will be admitted to the presentation without parental consent.
 - 2.7 The principal will ensure that any literature associated with a presentation is distributed through school staff and is in keeping with the school's usual practice for selection of supplementary resources.
 - 2.8 The principal will ensure that the staff as a whole is aware of the school's rationale to enable them to answer questions which may arise in the community.
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