



CALGARY BOARD OF EDUCATION

Administrative Regulation 1014 - School Participation in Programs - Outside Services

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Alberta program of studies

- 1(1) A teacher may use the services of individuals, groups or agencies from the community to act as an outside resource person to complement and/or supplement the Alberta Program of Studies.
- (2) Resource persons from groups or organizations whose purpose or goals do not support basic societal and educational values such as respect for human rights and equality, or who present information in a misleading or inaccurate manner, are not acceptable.

Request for resource person

- 2(1) The teacher must consult the curriculum leader and/or principal about the proposed involvement of outside individuals and organizations and obtain the approval of the principal to proceed before setting dates and times for presentations.
- (2) The teacher must complete the Request for Resource Person Form and submit it to the curriculum leader.
- (3) After consultation with the teacher requesting the resource person, the curriculum leader will submit the Request for Resource Person Form to the principal with their specific recommendations regarding the proposed resource person.
- (4) The principal or designate, after consulting with the curriculum leader or curriculum specialist, may approve or disallow the request for a resource person.
- (5) The principal may consult with a committee of teachers formed by the principal to give the principal advice on the matter.

- (6) The principal must retain the Request for Resource Person form at the school for one year.

Sensitive or controversial topics

3 In cases where, in the opinion of the principal, the presentation topics and/or resources are sensitive or controversial, before giving approval to proceed, the principal must:

- (a) ensure that the topic and resources are aligned with the Alberta Program of Studies;
- (b) give consideration to community values and beliefs;
- (c) ensure that the presentation or resources provide students with classroom activities which foster growth of knowledge, skills and attitudes as identified by Alberta Learning in its Guide to Education including
 - (i) demonstrating desirable personal characteristics such as respect, responsibility, fairness, honesty, caring, loyalty, and commitment to democratic ideals, and
 - (ii) recognizing the importance of personal well-being and appreciating how family and others contribute to that well-being;
- (d) ensure that the principal or assistant principal previews the material and the content of the presentation with regards to the age appropriateness of the information, its relevance to the Alberta Program of Studies and its accuracy before the presentation is given to students;
- (e) inform the parents of what is proposed and its purpose and the viewpoint or information to be presented by the resource person; and
- (f) honour any parental request for non-participation of their student.

Role of the teacher

4 A teacher must

- (a) prior to the resource person's presentation, advise the class about the resource person and the topic of the presentation and provide the students with knowledge which will make the resource person's presentation meaningful and connect it to the Alberta

Program of Studies;

- (b) advise the resource person that the resource person is in a public school and rules regarding profanity, smoking and other prohibited behaviour must be observed;
- (c) be present throughout the presentation by the resource person;
- (d) after the resource person's presentation, encourage meaningful follow-up activity with the students examining the resource person's opinions, philosophy, ideas, statistics, or facts and giving students an opportunity to express their views which may include a critical examination of the resource person's presentation or program.

(2) A teacher must

- (a) evaluate the resource person's presentation using their professional judgment regarding the appropriateness of the topic and resources and their alignment with the Alberta Program of Studies; and
- (b) advise the principal of their assessment; and
- (c) upon request of the resource person, provide an assessment of the presentation's alignment with the Alberta Program of Studies.

Role of the resource person

5(1) The resource person must comply with Calgary Board of Education Administrative Regulations and school rules.

(2) The resource person's presentation must

- (a) relate to the subject area being studied in the class, and
- (b) present accurate information in an objective and factual manner.

(3) The resource person must

- (a) confine their remarks to the subject of their presentation, and
- (b) ensure that their presentation provides time for the students and teaching staff to raise questions or offer countering viewpoints.

Coming into effect

6 This regulation comes into effect on March 1, 2001.

Approved: January 22, 2001
Re-issued: February 15, 2003
1st Amendment: December 6, 2007

References

- Legal references:**
- School Act, R.S.A. 2000 c S-5
- Administrative Regulations:**
- 3013 - Program Issues and Challenges
 - 4027.3 - Anti-Racism and Equity
- Contact Person:**
- Superintendent of School Support Services
 - Director of Curriculum Support, School Support Services



Calgary Board of Education

Request for Resource Person

Name of School:

Name of Teacher:

Name of Resource Person:

Please attach a copy of the Resource Person's Resume if available

Address of Resource Person:

Class or Program:

Proposed Date(s) of the Resource Person's Presentation or Program:

Describe the Role of the Resource Person and outline the actual need for the Resource Person's special contribution:

Approved by Curriculum Leader:

Dated:

Approved by Principal:

Dated:

NOTICE

The Alberta Freedom of Information and Protection of Privacy Act says we must tell you why we are collecting this information and how we will use it. We ask for this information to carry out our duties under the School Act regarding outside resource persons making presentations in schools. If you have any questions about the collection, use, or disclosure of this information, contact the school principal or the FOIP Coordinator, Calgary Board of Education, Education Centre, 515 Macleod Trail S.E., Calgary, Alberta, T2G 2L9, or telephone (403) 294-8394.