

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 900 – School and Community Relations

ADMINISTRATIVE PROCEDURE: PARTNER AND GUEST MATERIALS AND RESOURCES

PROCEDURE CODE:	904 AP 002
Policy Reference: 904 - Partnerships	Exhibits: 904 E 002 – MHPSD Event Application and Organization Approval Form

BACKGROUND

Medicine Hat Public School Division values engagement with community organizations and partners, as together, we can better serve our students and their families, as well as increase the awareness of and facilitate access to community resources, information, and available services.

Teachers, administrators, and organizers (ex. My Place/HUG, FSLW, CSTs, or other school staff) of a community resource fair or comparable event will implement the following procedural steps to ensure guest organization messaging and resources are ***in alignment with the Mission, Vision, and Values of Medicine Hat Public School Division and is compliant with the requirements of the Education Act to ensure informed consent***. This includes, but is not limited to, topics such as human sexuality, banned or illegal substances, or religious instruction.

DEFINITIONS

Partnerships:

For the purpose of this policy and procedure, partnerships include working relationships mandated by the Ministry of Education (ex. Alberta Health Services) or the organizations/agencies that MHPSD has chosen to enter into a Memorandum of Understanding to achieve Alberta Education Ministry goals, with a strong focus on being responsive to the needs of the MHPSD schools.

Invited Guests:

MHPSD staff may invite not-for-profit corporations or organizations to provide classroom presentations for students to promote curricular outcomes or attend school community events/resource fairs to share resources and information that benefit stakeholders and the community.

PROCEDURE:

1. **Classroom presentations** will be reviewed and approved at the school level in collaboration with the classroom teacher and school principal or designate. Presentations must support student acquisition of curricular outcomes and be age appropriate. When guest presenters are invited into the classroom, the teacher will continue to supervise students, and plan for follow-up activities that support the integration of presentation concepts into varied learning experiences.
2. **School/Division Community Resource Fairs:**
The event organizer will complete Section 1 of the [MHPSD Event Application & Organization Approval Form](#) and submit it to the appropriate supervisors/listed recipients and the school principal.
3. To attend an MHPSD hosted event, all organizations must provide the event organizer with the following required information **7 working days before the event date**:
 - 3.1. Overall message and information that will be communicated to the participants.
 - 3.2. PDF or website-linked access to organization brochure(s) that will be displayed and provided to participants. Organizations will include the age and developmental level of students the materials are intended for.
 - 3.3. A description of planned activities that will take place at the booth/table to generate participant discussion.
4. If during the review process, the event organizer is unsure of the suitability of the overall message, resources, or interactive activity, they will contact the appropriate supervisor:
Examples include:
 - 4.1. HUG/Success Coach Supervisor
 - 4.2. FSLW Supervisor
 - 4.3. Associate Superintendent of Student Services/Director of Student Programming
5. Next, the event organizer will complete Section 2 of the [MHPSD Event Application & Organization Approval Form](#) and submit it to the appropriate supervisors/listed recipients and the school principal. When all materials and information have been reviewed and approved by the event organizer, the MHPSD staff member will send a confirmation of attendance email to the organization at **least 3 working days** before the event.
6. On the day of the event, all organization booths will be set up **thirty minutes before the start of the session**. At this time, the event organizer and school administrator or acting administrator will provide a final scan of resources and check in with guest organizations to ensure they have what they need. If a resource or activity is deemed inappropriate by the organizer or school administration, the organization must remove the resources, cancel the activity, or leave the facilities. The school administrator will determine the most appropriate next step and notify the Associate Superintendent of Student Services or Director of Student Programming.



Approved: January 2024

