



## Administrative Procedure 4055

# *Instructional Programs of Agencies Outside the School Division*

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [14](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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**Date Adopted:** November 1985

**Amended:** December 2017

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The Brandon School Division recognizes that agencies outside the jurisdiction of Manitoba Education have educational resources and programs which can usefully supplement the prescribed curricula. Agencies refer to individuals, groups or organizations which have prepared program outlines and resources such as articles, pamphlets, books, video and other media for the purpose of instructional presentation. This Administrative Procedure applies to situations where these agencies have requested permission to present these instructional materials to public school students. It does not preclude schools from requesting instructional materials or assistance from agencies as defined above.

All agencies must observe the following procedures prior to entering a school to make a presentation or to distribute resources.

1. The agency must submit the names of the presenters who wish to come into the school and copies of the material to be presented to students to the Superintendent/CEO or designate of the Division for review.
2. The Division will review the names of the persons who wish to come into the schools and make a detailed study of the material. On the basis of the information provided, the Superintendent/CEO or designate will either approve or reject the request.
3. The agency shall be advised of the Superintendent/CEO or designate's decision in writing.
4. With the commencement of each fall term, it shall be the responsibility of each agency which has previously been given approval to make presentations in the Division to have that approval renewed. This request for renewal should confirm the agency's intent to retain the program contents and presenters of previous years.

5. Each agency shall require a current letter of approval for each school year.
6. Agencies which wish to revise program content or change presenters must receive the approval of the Superintendent/CEO or designate before new/additional materials are introduced or different presenters used.
7. The School Leader shall be provided with a copy of the approval prior to any presentation by the agency in the school.
8. Any concerns regarding programs or their presentations shall be brought to the Superintendent/CEO or designate for consideration. It shall be the responsibility of the Superintendent/CEO or designate to provide final direction in such situations.