

## H. Community Relations

- [H1](#) Parent Volunteers Policy
- H2 Alberta Advance Academy Concert/Celebration/Graduations Procedures and Guidelines
- H3 Administrative Policy – School Council – *in progress*

## **H Community Relations**

### **H1 Parent Volunteers Policy**

1. It is the policy of Alberta Advance Academy that all parents provide voluntary assistance to the school, which will enable us to keep our costs, and consequently our fees, to a minimum.
2. Some form of assistance is expected from each family taking into account their abilities, interests and financial position.
3. Consequently, it is not appropriate that parents should be paid or rewarded in any other way for their voluntary contributions to the school.
4. Volunteer parents may be requested/required to provide a security check from the Edmonton Police Services and/or Social Services.

Adopted: August 2025

Reviewed: Annually

## **H2 Alberta Advance Academy Concert/Celebration/Graduation Procedures and Guidelines**

Planning a concert, celebration, graduation ceremonies or public performance is difficult at the best of times. Any one of these can give students the chance to show a different side of their school life to their family and friends.

The purpose of these Procedures and Guidelines is to guide school staff and students through the process of making sure their performance is safe and successful.

### **Guidelines**

Priority actions are broken down into several key areas:

#### **1. Risk assessment**

A risk assessment is vital in planning any sort of school event. In addition to considerations around cleaning and hygiene, school staff should consider the logistics around crowd control and seating of attendees (and staff and students). Contingency plans should be in place in case of an emergency. The 5 Ws must be taken into consideration: WHO is responsible for WHAT; WHEN and WHERE are things going to happen. However, the most important question to be answered is: WHY? There must be a good, strong rationale behind all of the decisions made with respect to the event being staged. This starts with the reason for putting on the event. The reason must be clear to everyone. At school start-up in August, teachers of Punjabi Language and Culture should inform the staff of the importance of the various cultural events.

#### **2. Planning, Organizing and Managing the event**

School events of any kind require time for planning, promotion, ticket sales, etc. Always make sure that there is plenty of time to put the event together and to make it work. Reasonable deadlines should be set and communicated to all participants.

Administration and Staff must consider the following:

- Who will set the objectives for the event and then plan, organize and manage it? Usually, a **committee** is established to do this job. Its responsibility will be to plan and oversee organization, booking of the venue, working out of a budget, and management of all aspects of the event.
- Creation of a roster of staff, student and other volunteers.
- Where and how parents, visitors, staff and students will be seated (located prior to, or during, the performances).
- Ushers will have to be assigned.

- Chairs will have to be set up (and taken down after the event).
- Decorations and sets will have to be prepared and put up. What decorations and sets are to be prepared and who will be responsible for setting them up and taking them down?
- Who will set up and operate the sound system.
- Music will have to be selected (and approved) and provided to the sound system operators, along with a timetable/schedule of events.
- How will parents and visitors be guided to their seats. Ushers will have to be assigned.
- Programs will have to be designed, printed and distributed
- Direction signs to washrooms will have to be posted.
- If tea and snacks are to be made available for parents and visitors, staff and students will have to be assigned to look after set up, distribution and clean-up.
- What to do in case of an emergency (fire alarm, someone in medical distress, power outage, external threat such as extreme weather, public emergency, etc. This is all part of Risk Management. A Risk Assessment should be the first thing that the Concert or Event Committee addresses.
- Contingency plans should be in place in case of last-minute changes (date of event, program changes, etc.).
- Final check to see that everything is in place.

### **. 3. Communication**

***Pre-event communications can be a particularly effective measure for events.***

Visitors will be reassured if they know that robust measures have been taken to make sure they (and their children) are safe. The Event Planning Committee should also:

- Consider how to inform visitors of any changes to processes in advance of their visit, for example on the school Website, Class Dojo, or Google Classroom, as part of the digital marketing of the event;
- Ensure that any entry requirements (tickets, etc.) are clear to customers before booking, and at the point of sale;
- Take steps to remind visitors of special measures if they are complex, varied or likely to be forgotten. For example, you could reinforce messages on signs through spoken communication from a greeter, or other staff such as ushers;
- Think about how to communicate important information to all of your customers, for example those who do not speak English as a first language, and those with protected characteristics (such as people who are hard of hearing, mobility or visually impaired);
- Encourage customers to follow good hygiene practices, such as using hand sanitizer when they enter the building and where the washrooms and trash containers are located.
- Consider how to ensure safety messages reach everyone.

#### **4. Fundraising**

**a.** If the intent of the event is to raise funds/moneys for a specified purpose, the Committee will assign one or more of its members to take responsibility for the following:

- Financial projections – work out a budget for the event
- Ticket preparation (including numbering of these to establish a valid count)
- Cashbox or float preparations
- Bookkeeping (keeping of accounts)
- Produce a financial reconciliation for the event
- Hand over funds and reconciliation to the Associate Principal, or his designate, for deposit into the School Council account in the TD Bank, or for disbursement as planned.
- Oversee staff and students who will be looking after the fundraising aspect of the event.

**b.** If the event is not directly intended to be a fundraiser, but either the Grad Committee or the School Spirit Committee will be doing fundraising at the event, the Event Planning Committee will assign a location from which fundraising activities will take place. The Committee will also make sure that the fundraising group will set up and clean up as directed. They, and their activities, will also be included in the Risk Assessment and planning.

#### **5. Clean-up after the event is over**

The Committee should make sure that plans and people are in place for the clean-up after the event. Chairs and tables may have to be taken down and stacked. Sound equipment put away properly, and decorations taken down and stored as necessary.

#### **6. Debrief and Analysis after the event**

After the event is over, the clean-up, and the financial reconciliation are completed, the Committee will meet to discuss “what worked, and what didn’t”. A list of recommendation addressing both positive and negative items must be drawn up for future events. The Committee will also publish the results of the event (photographs, news items, hi-lights, etc. in Alberta Advance Academy’s internal media and on Facebook, or in the Punjabi press or radio as necessary.

The Committee will issue, in a timely manner, “expressions of Gratitude” to any individuals, businesses or agencies that helped out with the event. The manner, or nature, of the expressions of gratitude will be determined by the Committee.

#### **7. Practices and Rehearsals**

Concerts, performances and Graduation Ceremonies often require a great deal of practice and rehearsal time. It is imperative that the committee and those teachers who are most directly responsible for student preparation and performance make sure that adequate time is given for

practice and rehearsal. Care should be taken not to take away important learning time from classes or subjects that are not directly affected by the event being staged. For example, dance practices may only happen during Physical Education, Music, Punjabi Language classes (time permitting), and lunchtime.

Students must be discouraged from asking teachers of other classes for time to practice!

Evening practices and rehearsal MAY be arranged, but transportation of students to and from the practices will be the responsibility of the parents. This may be problematic for many of the parents.

## **1. Concert/Production Program Guidelines**

### **a. Performance and Speech Length**

In addition to all of the work that needs to be done to stage a concert or production, it is important for the Planning Committee to focus on the event program itself. The length of the entire concert must be determined (usually between 90 minutes and 2 hours) so that the number of performances and speeches, as well as the length of each, can be determined.

If performances are kept to no longer than 4:00 minutes, speeches can be allowed 10:00 minutes.

**N.B.** Remember to allow for time to change sets and for introduction of the next performance (ideally 2-3 minutes).

**N.B.2** Remember to fit a 15-minute Intermission (break for refreshments or washroom use) into the middle of the program

**N.B.3** A Stage Manager should be in place to make sure that everyone follows the Performance Schedule. He/she will be provided with a Schedule or timetable and it will be his/her job to keep everyone on schedule.

### **b. Number of Acts or Performances**

Given that only 4:00 minutes are allowed for each performance, 2-3 minutes for changeover, 10:00 minutes for speeches, and 15 minutes for an Intermission, in a 90 – 120-minute concert, it may be possible to plan for as many as 12 acts or performances. If you allow for glitches and unforeseen delays, 10 performances would be ideal.

### **c. Selection of Acts or Performances**

Normally, a student may only be involved in one performance. As a rule, any one student should never be in more than one performance .

Elementary level teachers will prepare one performance per grade, combined classes. This would account for 7 performances.

The Junior/Senior High School will be allocated 3-5 performances. Teachers and/or volunteers will encourage the students in the Junior/Senior high section of the school to form groups comprised of no fewer than 6 students (12 would be ideal). These groups would then be asked to audition before they are selected to perform. This would help to ensure the quality of performances and allow all students to have a chance to prepare a performance.

N.B. In the event that the performances or concerts are spread over two days (one day for the Elementary, and one for Secondary), the same programming/scheduling guidelines apply: 90 – 120 minutes per event, with 4 minutes per performance; Set change and Intermission length remain the same; Intermission of 15 minutes.

**d. Auditions and Selection of Acts/Performances**

The Planning Committee will select a committee of performance adjudicators to judge the Junior/Senior High School performance submissions and make final selections - keeping to the maximum number of performances allowed for in the concert schedule.

\* See attached “Performance Proposal” form.

Adopted: August 2025

To be reviewed annually

# Alberta Advance Academy

## High School Performance Proposal Form

This form describes a proposal for a performance at a school concert, performance or at Graduation Ceremonies. It must be completed by any individual high school student or group wishing to perform at that event, and submitted to the event planning committee by the deadline set by this committee.

1. Name/Type of Event: \_\_\_\_\_ . Date: \_\_\_\_\_
2. Name of individual performer, or members of a group, wishing to submit this performance proposal: \_\_\_\_\_  
\_\_\_\_\_
3. Type of performance (speech, dance, song) \_\_\_\_\_
4. Length/Duration of performance (minutes) \_\_\_\_\_
5. Name of song or music piece to be used in the performance: \_\_\_\_\_
6. Is this piece of music approved by Administration and/or Planning Committee? Yes/No
7. Is the performer, or any members of the group performing in any other performance at this event? (Yes/No) – If “Yes”, then name of this performer: \_\_\_\_\_ (N.B. No individual or group may perform more than once in any given event.)
8. Which other performances is this individual or group performing in?  
\_\_\_\_\_

### **FOR PLANNING COMMITTEE OR ADJUDICATOR USE ONLY**

**REJECTED**

Reason(s) for Rejection of proposed performance: \_\_\_\_\_  
\_\_\_\_\_

**APPROVED**

Reason(s) for approval of performance proposal: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Adjudicator(s) or Committee Chair

