



PROGRAM PROTOCOL

CULTURAL PRESENTERS

Indigenous Education Comox Valley Schools

Fostering a positive classroom experience for our Knowledge Keepers, students and staff.

1. Please ask your guest how they wish to be addressed by students. The Cultural Presenter or Knowledge Keeper should be greeted by staff or student at the school office or parking lot. If possible, arrange a designated parking spot for them near an entrance to the building.
2. We will provide your school with a biography and if possible, links to video. It should be noted that the ISW will support but is not responsible for the Cultural Presenter. Please decide on clear goals and objectives prior to inviting the Cultural Presenter into the classroom and discuss with them how her/his visit fits into the plans of the day.
3. Administrators and office staff will be informed of the name of the Knowledge Keeper and the time and purpose of the visit well in advance
4. How are the Cultural Presenters Booked? a) School staff review our list of Cultural Presenters (or consult with an Indigenous Education staff member) and determine who is best suitable for their classroom / presentation topic. b) A school staff person (teacher or Indigenous Support Worker) contacts the Cultural Presenter directly to discuss the classroom/school visit. A date and time is established with the Cultural Presenter to visit. ** The visit should be at least two weeks from the date of the call and not coincide with a prior event planned that would interfere with the Cultural Presenter visit.) c) School staff member emails or phones Tabitha Dehr with these details to request an honorarium. d) Tabitha confirms the details in an email sent out to the School Staff person requesting the presentation, the Cultural Presenter, the schools Indigenous Support Worker and the District Principal of Indigenous Education.
5. The Cultural Presenter's role is not one of a support worker and as such is not responsible for classroom discipline or studies. The Cultural Presenter should never be the sole adult in the classroom.
6. Should a Cultural Presenter need to cancel their visit for any reason, they should contact school staff at the respective school as soon as possible. Classroom Teachers should keep in mind that the Cultural Presenter may not have information regarding school closures due to weather or other special circumstances. Please try to contact your Knowledge Keeper if you have a planned visit.
7. Have a student designated to thank the Cultural Presenter once the day is complete, and if required, help them carry their materials out.
8. Ways you can support: Invite your Knowledge Keepers to teas, luncheons or gatherings to celebrate their contributions. Show your appreciation with a personal gift- handmade goods are always appreciated and a show of respect for Indigenous peoples. Ask your students to make a thank you card and reflect on what they learned. Take the time to listen; you will be glad you did.