

Requests to Help Make the Student Assembly Go Well

Most schools already have established protocol of respect in place for assembly programs; however, after visiting nearly one thousand schools, I have encountered excellent protocol and seemingly non-existent protocol. So I would greatly appreciate consideration of these best practices before my visit.

- 1) Please try to have the students come in and sit down as soon as possible in an orderly fashion. Asking staff to guide them into rows and asking students to move along can greatly reduce the seating time. Adequate time to deliver the program is critical.
- 2) Please ask the students to turn off and put away their cell phone and also put away ear buds or headphones.
- 3) Please ask the students to remove their hats and hoodies from their heads. (Of course there is an exception for headwear worn for religious/cultural reasons.)
- 4) Please ask the staff not to mark papers or process other non-related paperwork to this assembly. They should also not work on their laptop/tablet/phone unless they are using a device to aid a student's special needs or taking notes about the assembly. It gives the impression to the students near them that this is not an important presentation and it is disrespectful of me.
- 5) Please ask staff or students who will not be able to stay for the entire program to sit close to the exit and try not to be distracting while exiting.
- 6) Please make sure there will be no scheduled announcements made over the school intercom during the presentation.
- 7) Please make sure there will be no nearby activities that may create a distraction like music, noise in the hallway, nearby gym class, etc. (Or at least try to minimize the noise level.)
- 8) I do not permit video/audio recording of my presentation. If someone wants to take pictures, please ask them to do this during the last 30 minutes of the presentation when there will be questions and answers. This is a more relaxed time. Picture taking while I'm telling the story can be very distracting to me and the students.