



Section 6: OPERATIONS

Policy 6.51: Guest (Third-Party) Speakers and Presentations in Schools

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Approved by Board Resolution #103 – 2024 09 24

POLICY STATEMENT:

The Algoma District School Board supports the utilization of guest speakers or external groups in schools to support curriculum and/or Board strategic priorities. Prior to any external group engaging with students, staff will utilize the *Decision-Making Guidelines for Guest Speakers and Presentations* to determine if a potential guest speaker or external group and the content they plan to share are appropriate for their students.

If a speaker/presentation is deemed appropriate by staff, the following requirements shall be followed by Algoma District School Board personnel, to ensure parents and guardians are aware of what information they can expect from their school whenever guest speakers or other external groups are invited into their children's school:

- i) Schools will provide specific information to parents and guardians whenever external speakers or groups are invited to speak to K-12 students at school-based events, at least 14 calendar days* in advance of the date the presentations are to take place.

This requirement applies to a school event that takes place during the school day:

- i) Involving a third-party speaker or group (e.g., guest speakers, live performances);
- ii) Organized by a school, a department, a teacher or other staff member, school council, or a student group; and,
- iii) this involves all students in a school, or students in multiple classes.

To ensure that parents and guardians are adequately informed of the content of these presentations in a timely manner, information related to external guest speakers and



presentations in a school must be provided at least 14 calendar days* in advance of the planned event, through existing communication tools supported by the school board or school, including:

- i) Date and time of the activity;
- ii) Name(s) of the guest speaker(s) and the organization they represent, if any;
- iii) Title and location of the activity, together with the names of the presenters or performers;
- iv) Topic or focus of the activity;
- v) Connections to the curriculum and/or the purpose of the activity; and
- vi) Details of any handout materials, give-aways, or literature to be provided. **

School and board personnel shall complete the “**ADSB Notification of Guest Speaker/Presentation Form**” to notify/advise parents, each time an event is planned.

* If, at any time, there is a change to a planned event or if arrangements at the school level do not allow for 14 calendar days’ notice (i.e., change in speakers, limited planning time), the school will be required to provide this information to parents and guardians as soon as final arrangements are confirmed.

** If there is concern that posting certain information outlined above (i.e., date and time of activity) would pose a safety risk to students and/or staff, the school administrator will immediately inform the appropriate Superintendent and a decision will be made about what information may be excluded and/or shared.

The completion of the form **is not required** for presentations by community members who are essential to deliver effective and appropriate education programs, however some notification to families is expected. The following speakers are considered essential for the purpose of this policy:

- i) School Health Managers and Nurses from Public Health Units;
- ii) Fire Services and Police Services personnel;
- iii) Indigenous Elders and Knowledge Keepers;
- iv) Personnel from community agencies that the school principal determines essential in the delivery of curriculum expectations (ie. presentations on mental health and/or well-being, personal safety, healthy relationships).

The Director or designate will make this policy publicly available on the board’s website.