

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE EDUCATIONAL PROGRAMS: NO. 207	
Effective	August 21, 2024
Last Revised	August 21, 2024

GUEST (THIRD PARTY) SPEAKERS AND PRESENTATIONS

PURPOSE

Administrators and teachers at the James Bay Lowlands Secondary School Board regard external guest (third party) speakers and presentations as an integral part of the school's curriculum. They recognize that well-organized, well-planned external guest speaking opportunities and presentations create learning opportunities for students in the classroom that make connections between curriculum, the community and the world we all live in. The involvement of guest speakers promotes student interest and knowledge as it directly relates to the Ontario curriculum and enhances school and community relations.

With amendments to the Education Act made by the Better Schools and Student Outcomes Act 2023, clear accountability and transparency measures are required to be shared with parents when guest (third party) speakers and presentations take place in schools.

DEFINITIONS

Guest Speaker: An individual from outside of the school community who is invited into the classroom or school to share their expertise or experience.

Supervisor: A supervisor is an individual who has reached the age of eighteen (18) years and who has agreed to assist in the supervision of a group of students. A supervisor must be a teacher employed by the James Bay Lowlands Secondary School Board.

PROCEDURES

1. Guidelines

1.1 All guest speakers must be invited into the classroom to share experiences directly related to the classroom program, be preceded by adequate classroom preparation, and be relevant to appropriate Ontario curriculum expectations.

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

- involving a third-party speaker or group (e.g., guest speakers, live performances);
- organized by a school, a department, a teacher or other staff member, school council, or a student group; and,
- that involves all students in a school, or students in multiple classes.

- 1.3 All guest speakers or presentations requested by the school, a department, a teacher or other staff member, school council, or a student group must adhere to requirements of this administrative procedure.
- 1.4 It is the responsibility of the principal to ensure that communication goes out to parents informing them in writing of all guest speakers or presentations 14 calendar days in advance of the event taking place.
- 1.5 Details communicated to parents must include the topic or focus of the activity, connection to curriculum / purpose of the activity and details about handout materials, giveaways, or literature that will be provided to students.
- 1.6 If, at any time, there is a change to the planned event or should arrangements at the school level not allow for the 14 calendar days' advance 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.
- 1.7 All guest speakers must demonstrate behaviours that are consistent with the school's Code of Conduct.
- 1.8 Parent/guardians may withhold their student's participation in a guest speaking engagement.

2 Guest Speaker / Presentation Approval Process

- 2.1 The principal is responsible for approving all external Guest Speakers or Presentations planned events for the school and is responsible to ensuring that the planned events are directly connected to curriculum expectations.
- 2.2 For the principal to comply with the 14-day calendar communication to parents' timeline, all requests for Guest Speakers or Presentations must be received by the principal **15 days prior to the planned event**. (See Appendix: *Guest Speaker / Presentation Approval Form*)

3 Supervision

- 3.1 It is the responsibility of the classroom teacher to supervise students when hosting a Guest Speaker or Presentation in their classroom.
- 3.2 The principal and teacher shall, if needed, modify the standard of supervision by considering the risk factor, the nature, the extent and the duration of the activities taking place with a guest speaker, and the characteristics of the student group involved.

Reference Documents:

- Ministry of Education Memo to School Boards to amend *Better Schools and Student Outcomes Act, 2023*: "Strengthening Academic Achievement and Transparency. Attachment 1 – Parent Accountability and Transparency: Communication Requirements for Guest (Third Party) Speakers and Presentations in Ontario Schools."
- PPM 170: School board communication with parents

GUEST SPEAKER / PRESENTATION APPROVAL FORM

DATE FORM SUBMITTED: _____

TEACHER / GROUP SUBMITTING FORM: _____

GUEST SPEAKER(S) NAME: _____

ORGANIZATION THEY REPRESENT: _____

TITLE AND LOCATION OF ACTIVITY: _____

CLASS / GROUP PARTICIPATING IN ACTIVITY: _____

CONNECTIONS TO CURRICULUM / PURPOSE OF ACTIVITY:

HANDOUT MATERIALS, GIVEAWAYS, OR LITERATURE TO BE PROVIDED DETAILS:

DATE OF PLANNED COMMUNICATION TO PARENTS: _____

NAME OF INDIVIDUAL SENDING OUT COMMUNICATION TO PARENTS: _____

Principal and Vice-Principal must be cc'd in communication to Parents

APPROVED: _____ DATE: _____

Principal's Signature