



PROCEDURE

SO-047

THIRD-PARTY SPEAKERS IN SCHOOLS

Superintendent Responsible: Superintendent of Education	Initial Effective Date: 2024/06/17
Last Updated: 2024/06/17	Next Review Date: 2028/08/28

Purpose:

To outline the process for informing parents/caregivers of a third-party speaker or group who are invited into Grand Erie District School Board (Grand Erie) schools during the instructional day and involves all students in the school, or students in multiple classes.

Guiding Principles:

A third-party presenter or group can add a richness to the educational experience for students in school.

1.0 Grand Erie

- 1.1. Reserves the right to exclude certain information (such as date and time of activity) where it determines that posting this information would pose a safety risk to students and/or staff.

2.0 School Administrators

- 2.1. Will approve all third-party presenters who will present in their schools or multiple classes during the instructional day, including any handout materials, give-aways, or literature
 - 2.1.1. This includes presentations organized by the school, a department, a teacher or other staff member, school council, or a student group
- 2.2. Will communicate to parents and caregivers, at least 14 calendar days in advance of the presentation the following:
 - The date and time of the activity
 - Name(s) of the guest speaker(s) and the organization they represent, if any
 - The title and location of the activity, together with the names of the presenters or performers
 - Topic or focus of the activity
 - Curricular connections and/or purpose of the activity
 - Details of any handout materials, give-aways, or literature that will be provided
- 2.3. If, at any time, there is a change to a planned event or should arrangements at the school level not allow for 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 caregivers as soon as final arrangements are confirmed.
- 2.4. Will ensure that educators follow this process for a single class of students.

Reference(s):

- Education Act, R.S.O. 1990, c. E.2