



The Limestone District is committed to ongoing transparency and communication with parents and guardians. This Limestone District commits to informing families whenever external guest speakers or external groups are invited into their student's school. All presentations made in Limestone District schools by external guest speakers / groups must be approved by the principal. It is expected that all presentations will be connected to the Ontario Curriculum and the school's educational goals.

1. Due Notice

- 1.1. The school will provide specific information to families 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:

- 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.

- 1.2. To ensure that families 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:

- Date and time of the activity;

Limestone District School Board

Limestone District School Board is situated on traditional territories of the Anishinaabe & Haudenosaunee.



- Name(s) of the guest speaker(s) and the organization they represent, if any;
- Title and location of the activity, together with the names of the presenters or performers;
- Topic or focus of the activity; and,
- Connections to the curriculum and/ or the purpose of the activity.
- Details of any handout materials, giveaways, or literature that will be provided.

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 families as soon as final arrangements are confirmed.

Limestone District School Board may withhold certain information (such as date and time of activity) where the school or school board determines that posting this information would pose a safety risk to students and / or staff.

1.3. The intent to extend an invitation to a prospective guest to act as a resource person in connection with a school or classroom presentation must be submitted in writing to the principal at least four weeks prior to the date of the activity.

1.4. In exceptional circumstances, the principal may reduce this time requirement.

2. Guiding Questions for Planning System Level Initiatives and Events

1. Relationships

- How does the speaker or group align with the values and culture of our school community?
- Will the speaker's or group's message foster positive relationships among



students and staff?

- Does the speaker or group have a reputation for being respectful and inclusive in their presentations?

2. Safety

- Has the speaker completed a criminal background check? This needs to occur if they are going to be alone with students, or will not have an LDSB employee with them.
- Are there any additional security measures needed for the speaker or event?
- How will the safety of students be ensured during the presentation?
- How does the speaker or group ensure that activities and information minimize the impact of bias and or prejudice?
- How does the speaker or group ensure activities and information do not oppress, silence or omit marginalized groups or topics related to participants interests and lived/living experiences?
- How does the speaker or group ensure gender inclusive language?
- How does the initiative or event ensure activities and information do not include cultural appropriation?
- How does the initiative or event ensure activities and information are free of racial and other slurs and epithets?

3. Connected

- How does the speaker's or group's topic connect with the current curriculum and learning goals?
- Will the presentation help students make connections between their



studies and real-world applications?

- How does the speaker or group ensure activities and information are relevant to current historical, social and cultural issues and context?
- How does the speaker or group ensure activities and information provide an opportunity to learn about the social identities, abilities and lived/living experiences of communities that are not reflective of the participants?
- How does the initiative or event ensure the opportunity for participants to connect meaningfully in a virtual setting?

4. Regulation

- Does the speaker or group comply with all relevant school board policies and regulations?
- Are there any permissions or approvals needed from the school boards the content of the presentation appropriate for the students' age and developmental level?
- How does the speaker or group ensure activities and information is accessible to all participants

5. Learn

- What are the specific learning objectives for the students from this presentation?
- How will the presentation enhance the students' understanding of the subject matter?
- Are there any follow-up activities or discussions planned to reinforce the learning?



- Does the speaker or group provide multiple entry points for participation to express voice, feelings, thoughts and responses?

3. Check List

By following this checklist, principals can ensure a thorough evaluation process for guest speakers or groups, ensuring they meet the necessary criteria to provide a valuable and safe educational experience for students.

[Administrative Procedure 290 Form A 2024.pdf](#)

Legal Reference:

Education Act S. 265 (1) (m) Duties of Principals: Access to School or Class
Ontario Regulation 474/00—Access to School Premises

Policy/Program Memorandum 170 (PPM 170), School boards to improve transparency for families regarding guest (third party) speakers and presentations in Ontario schools

[Administrative Procedure 290 Form A 2024.pdf](#)

Amended as per Ministry direction May 2024