



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES

COMMUNICATION REQUIREMENTS FOR GUEST SPEAKERS AND PRESENTATIONS IN SCHOOLS

1. Purpose

This procedural guideline provides information and procedures to board staff regarding guest (third party) speakers and presentations to K-12 students in the Huron-Superior Catholic District School Board schools. This procedural guideline is in keeping with the amendments to the Education Act made by the Better Schools and Student Outcomes Act, 2023 and aims to promote transparency, accountability, and communication to families.

2. Procedures

- a) This Procedural Guideline is publicly available and is posted on our Board's website, as part of Policy 5001 Catholic Education: Instruction, Assessment, Evaluation and Reporting.
- b) All HSCDSB schools 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 of the presentations are to occur.
- c) 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 (more than one).
- d) To ensure adequate communication, information related to external guest speakers and presentations will be sent through existing communication tools supported by the Board or the school and must include:
 - Date and time of the activity;
 - 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 of focus of the activity; and,
 - Connections to the curriculum and/or purpose of the activity.
 - Details of any handout materials, give-aways, or literature that will be provided.

- e) 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 notice, the school will be required to provide this information to families as soon as final arrangements are confirmed.
- f) HSCDSB is permitted to exclude certain information (such as date and time of activity) where the Board determines that posting this information would pose a safety risk to students and/or staff.

Information in this Procedural Guideline is from the Ministry of Education's Memo to school boards "Strengthening Academic Achievement and Transparency. Attachment 1 – Parent Accountability and Transparency: Communication Requirements for Guest (Third Party) Speakers and Presentations in Ontario Schools."