

**ADMINISTRATIVE PROCEDURE
STUDENTS, PARENTS AND COMMUNITY**

Effective:	September 3, 2024
Last Revised:	

EXTERNAL PRESENTATION REVIEWS

1. PURPOSE

To support increased transparency, the Ministry of Education requires schools to provide advance notice to parents and guardians whenever guest speakers are invited into their schools and share details of any handouts, give-aways or literature. This administrative procedure shall be in effect as of September 2024.

This will ensure parents and guardians receive information as to what their children are learning and experiencing during the regular school day, including connections to the curriculum and/or purpose of the presentation.

The Ministry of Education believes strongly that all guest speakers must directly connect with the Ontario curriculum. School Boards are required to comply with The Education Act and Ministry directives.

Our educators care deeply about their students. Staff in all schools are committed to professional growth and excellence as they support students to achieve their full potential. External presentations with a focus on education may supplement teaching and learning.

Guest speakers are one means among many that enable Rainbow Schools to engage students. Speakers can broaden student perspectives as they inspire them to see the world beyond their classroom or their community.

Speakers can also serve as great role models who can energize students and staff. They can add educational or professional value by sharing their deep knowledge and/or lived experience. Speakers can support students and staff, develop positive attitudes, and build self-awareness and self-confidence. Speakers can also motivate students to make good choices for learning and for life.

We are committed to presenting students and staff with a wide range of experiences and resources, and to increasing our understanding of all viewpoints. Speakers directly linked to the curriculum have the ability to enlighten by sharing information, insights, encouragement and guidance.

2. DEFINITIONS

Not Applicable

3. APPLICATION

This Administrative Procedure applies to the review of external presentations that have not already been reviewed and approved by one of the bodies listed in Section 4 that are subject to other governance and administrative procedures and/or standardized operational processes.

This Administrative Procedure is another way of ensuring we are being responsive and responsible in the selection of speakers and presentations. Selection criteria will include, but not be limited to, the appropriateness for the intended audience, curriculum or operational expectations, and alignment with Rainbow District School Board Priorities.

4. SHARED RESPONSIBILITY

This Administrative Procedure applies to all schools and departments of Rainbow District School Board, except the following which are subject to other Board policies and procedures, and/or standardized operational processes:

- Board of Trustees
- Parent Involvement Committee

This Administrative Procedure applies to external speakers and presentations intended to provide information or instruction on topics that are not purely technical and operational in nature.

5. PROCEDURE

5.1. Review and Approval Process

Please follow this process to obtain approval for a proposed external speaker or presentation:

5.1.1. Conduct research and identify a proposed speaker and topic prior to proceeding.

5.1.2. Fill in the External Speaker Proposal Package (“ESPP”) (Appendix “A”). Please ensure the package is complete to avoid delays and to expedite the approval process.

5.1.3. With consent of your Principal/Manager/Superintendent send the completed ESPP to the relevant Review Committee members (Section 5.2) who will work with you to assess the proposal using the Review Assessment and Approval Form (“RAAF”) (Appendix “B”).

5.1.4. After the Review Committee completes its review, the ESPP and RAAF will be returned to the staff member who will forward both documents to the relevant “Approver” listed below for further review and possible approval.

5.1.5. If approved after reviewing the ESPP and RAAF, the approver will sign the RAAF form and forward both documents to the staff member who submitted the proposal and to the individual to whom the person granting approval reports, as set out below:

Approval and Notification Process Chart		
Type of Event (Proposer)	Approver	Notified of Approval of Event
Classroom speaker (staff)	Principal	Superintendent
School-wide speaker (staff)	Principal	Superintendent
Professional Activity Day (Principal, Consultant, Coordinator)	Superintendent	Executive Council
System Wide Presentation for Students (Superintendent)	Executive Council	Executive Council, School Administration
Human Resources, Finance, Facilities and Information Services (staff)	Manager/SO of Business	Executive Council
	Superintendent of Business	Executive Council

5.1.6 Once presentations are approved, schools will provide specific information to parents and guardians at least 14 calendar days in advance of the date the presentations are to take place. This information applies to all external speakers or groups invited to address K-12 students at school-based events.

5.1.7 To ensure that parents and guardians are adequately informed of the content of these presentations, information must include the following and be shared through existing communication tools supported by the school board or school:

- 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 or focus of the activity;
- Connections to the curriculum and/or the purpose of the activity;
- Details of any handouts, give-aways or literature that will be provided to students.

5.1.8 If, at any time, there is a change to a planned event or arrangements at the school level do 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 guardians as soon as final arrangements are confirmed.

5.1.9. If the ESPP is not approved, the Proposer may speak with the Approver or Review Committee members to determine why the proposal was not approved and identify potential ways to modify the proposal for reconsideration.

5.2. Review Committees

Review committees will vary in composition depending on the audience as indicated in the table below. Each committee must have at least three (3) members. Membership and term of membership (e.g., each school year, every two years, permanent) will be determined by those identified in the "Designated by" column.

Please note:

For presentations and content proposed for Indigenous Education and/or Truth and Reconciliation, the Review Committee must include the System Principal of Indigenous Education.

For presentations and content proposed for Mental Health, the Review Committee must include the Board's Mental Health Lead.

Speaking Engagement Audience	Membership (minimum three (3) members)	Designated by
Class	School staff including the proposer of the presentation and Principal.	Principal
School-wide	School staff proposer of the presentation plus school administration.	Principal
Professional Activity Day (staff)	May consist of Superintendent(s), System Principal, Consultant or Coordinator and the staff proposer of the presentation.	Superintendent

System Wide Presentation for Students (Superintendent)		
Indigenous Education	Indigenous Education Team, Director or Designate and staff proposer of the presentation.	Director
Human Resources, Finance, Facilities and Information Services (staff)	May consist of Manager, Assistant Manager and/or System Superintendent	Director

5.3. Speaking Event Evaluation

We strongly encourage Proposers to seek feedback from participants about the speaker and the speaker's presentation. This information will be valuable in assessing whether the speaker achieved the objectives of the presentation and Rainbow District School Board's expectations, and whether the speaker may be accepted onto a pre-approved list in the future (currently in development).

A sample feedback form is set out in Appendix "C". Feedback should be collected, collated and reported to the Approver on an aggregate basis.

6. EVALUATION

This Administrative Procedure will be reviewed as required.

7. APPENDICES

- Appendix A: External Speaker Proposal Package (ESPP)
- Appendix B: Review Assessment and Approval Form (RAAF)
- Appendix C: Speaker Evaluation Form (sample)

8. REFERENCE DOCUMENTS

Board Policy No. GOV-01: Vision, Mission, and Values

Board Policy No. GOV-02: Strategic Directions for Rainbow Schools

Board Policy GOV-11 Learning and Working Environment: Equity and Inclusion

Toronto District School Board Policy Document

"Vetting External Presentations", Operational Procedure PR589 (Interim)

Ministry of Education - Ministry Memo - Attachment 1 - Parent Accountability and Transparency: Communication Requirements for Guest (Third Party) Speakers and Presentations in Ontario Schools - May 13, 2024

APPENDIX A**External Speaker Proposal Package (ESPP)****To:** [Names of Review Committee Members]**From:** [Name, Position, School or Department of Proposer]**Date:** [Date Submitted]**Proposal (please fill out each section below in detail):**

1. Purpose, Overview and Deliverables

2. Anticipated learning outcomes (for classes and schools, please identify connection to curriculum; for system/central - alignment with Strategic Directions, learning and growth)

3. Date(s)

4. Duration of Event (in hours)

5. Audience (anticipated composition and size)

6. Fees (if more than \$2,000 and speaker is not a pre-approved vendor, please attach an approved Sole/Single Source Form)

Please check:

- Budget holder has confirmed the school/department's budget will cover the proposed fees **(required)**
- Blank Review Assessment and Approval Form is attached **(required)**
- Signed Sole/Single Source form is attached **(if applicable, required)**
- Attach proposed contract/agreement **(if available)** and ensure the contract/agreement is sent to the Superintendent of Business for review and approval before retaining the external speaker.
- Copy of the presentation and speaker's biography

Signature: _____

APPENDIX B

Review Assessment and Approval Form (RAAF)

(To be completed by Review Committee)

Proposed By:

Name/School/Department

Position

Date

Criteria	1 - Needs Improvement, no evidence provided 2 - Unsatisfactory, little evidence provided 3 - Good, sufficient evidence provided 4 - Excellent, extensive evidence provided	✓	Assign 1 to 4 points
1. Alignment with priorities in Rainbow District School Board's Strategic Directions and connection to course curriculum (for schools)	Supports at least one priority in Strategic Directions:		
	• Literacy and Numeracy		
	• Student Success and Achievement		
	• Truth and Reconciliation		
	• Mental Health and Well Being		
	• Environmental Education and Sustainability		
	• Equity and Inclusive Education		
2. Consistent with our vision, mission, values and related policies and procedures (Any criteria that is not met in section 2 results in a score of 0 out of 4 in section 2)	• Avoids all forms of intimidation, harassment, or discrimination.		
	• Does not use materials or symbols which promote prejudice or incite hatred		
	• Not associated with commercial enterprises		
	• Not associated with corporate sponsorship, or intended to promote an individual or organization		
	• Not associated with social media or public interests that are inappropriate for school and student age		
	• Aligns with the Board's vision, mission and values		
	• Willing to listen to and engage in open conversations with audience on opposing views/perspectives		
3. Human, facility, and financial value	• Aligns with the educational goals of the Board and its schools		
	• Represents responsible allocation of human and financial resources to support optimal student learning, based on the principles of equity, inclusion and excellence		

4. Anticipated outcomes	<ul style="list-style-type: none"> • Speaker's past engagements outside of RDSB have been reviewed and no concerns have been identified 		
	<ul style="list-style-type: none"> • Speaker has spoken at previous RDSB events with overall positive feedback from the audience and no concerns identified 		
	<ul style="list-style-type: none"> • Speaker's published materials and social media presence (if any) have been reviewed and confirmed to be appropriate and align with RDSB's vision, mission, values and priorities. (If not, section 4 score is 0) 		
	<ul style="list-style-type: none"> • Presentation is age and/or grade appropriate (appropriate for audience) 		
	<ul style="list-style-type: none"> • Speaker and presentation fosters a supportive, respectful and caring environment 		
5. Educational value	Presentation will:		
	<ul style="list-style-type: none"> • connect to and enhance curriculum expectations 		
	<ul style="list-style-type: none"> • promote or improve student learning opportunities 		
	<ul style="list-style-type: none"> • support staff capacity building and performance 		
	<ul style="list-style-type: none"> • support the understanding that diverse groups have of each other 		
Total Points	Add points. If the points total at least 16/20, Proposal may be eligible for approval. Send to Approver for review and signature.		/20

Approved by Approver:

Signature:	Date:
Print Name and Title:	

IMPORTANT:

Please send copies of the signed form to the staff member who proposed the presentation and to the person to whom you report in accordance with Section 6.1.5 **Approval and Notification Process Chart**.

Proposer: please provide signed ESPP and RAAF and the speaker's proposed contract/agreement/terms of engagement for review and approval by Finance (**required**) before retaining the Speaker.

What is the best idea you heard in this session that you plan to use?

What will you do (or do differently) because of this presentation?

What did you like best about the presentation?

What will you tell others about this presentation?

What else would you like to share?

Note:

Please submit a summary of the feedback to the person who approved the presentation.

Appendix D**Template for Notice of External Presentation**

Date

RE: NOTICE OF EXTERNAL PRESENTATION

Dear Parents/Guardians:

Name of School will welcome a guest speaker *or* presentation *or* performance.

Your child's class will participate in this activity, as per the information below.

Date:

Time:

Location:

Title:

Name(s) of the guest speaker(s), presenters or performers:

The organization they represent, if any:

Topic or focus:

Connections to the curriculum and/or the purpose:

Details of handouts, give-aways or literature that will be provided to students, if any:

If you require more information or have any questions, please contact the school.

Sincerely,

Principal