



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

ADMINISTRATIVE PROCEDURE – AP508-2

Guest (Third Party) Speakers and Presentations for Students

Area: Academic Services

Policy Reference: Selection and Reconsideration of Learning Resources (PO508)

Approved: June 22, 2026

Revised:

1. Purpose

The purpose of this administrative procedure is to ensure that guest (third party) speakers and presentations in-school and for out-of-school excursions align with the amendments to the Education Act made by the Better Schools and Student Outcomes Act, and the educational mission and vision of the Durham Catholic District School Board (the “Board”), while providing diverse perspectives and experiences for students in a safe and respectful environment.

2. Definitions

Nil

3. Procedures

- 3.1 Guest (third party) speakers and presentations shall contribute to the educational enrichment of students and be knowledgeable and credible in their field of expertise.
- 3.2 Topics shall be age-appropriate and relevant to the curriculum or current issues.
- 3.3 Presentations shall promote respectful dialogue and understanding among students. They shall be free from bias, discrimination, and any content that conflicts with the Board’s policies on equity and inclusion.
- 3.4 Guest speakers shall refrain from promoting personal or political agendas unrelated to the educational purpose of the presentation.
- 3.5 Guest speakers and presentations should be scheduled to minimize disruption to regular instructional time.

- 3.6 A staff member should be present during the presentation to ensure compliance with Board policies, to supervise students, and to address any questions or concerns from students.
- 3.7 When guest speakers are Indigenous Elders or Knowledge Keepers, the Indigenous Education Department needs to be notified and protocols followed.
- 3.8 Staff requests for guest speakers or presentations must be submitted to school administration using the Request for Guest Speaker and/or Presentation Form (AF508-2A) at least thirty (30) days in advance.
- 3.9 Parents/guardians will be notified of specific information by way of letter from the school (see Appendix 1) at least fourteen (14) calendar days in advance of any guest speakers or presentations (including any giveaways, materials and/or literature).
- 3.10 To ensure adequate communication, information related to guest (third party) speakers and presentations will be sent through existing communication tools supported by the Board.
- 3.11 If at any time there is a change to a planned event or should arrangements at the school level not allow for fourteen (14) calendar days' notice, the school will be required to provide this information to families as soon as final arrangements are confirmed.
- 3.12 This requirement applies to a school event that:
 - takes place during the school day;
 - involving a third-party speaker or group, organized by a school, a department, a teacher or other staff member, school council, or student group; and
 - that involves all students in a school or students in multiple classrooms.
- 3.13 The Board 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.
- 3.14 Opt-out provisions may be provided for parents/guardians who object to their child's participation in specific presentations, where feasible, including alternative programming and supervision, if necessary.
- 3.15 After each presentation, feedback may be gathered from students, teachers, and staff to address the effectiveness and appropriateness of the presentation.
- 3.16 Restrictions applied to guest speakers and presentations do not extend to third-party groups or individuals that are part of a school's community and daily operational and/or learning activities and would therefore be exempt (e.g., visits from the local Parish, Catholic Masses and liturgical events, Durham Public Health

presentations and fire and police service safety presentations). These presentations must be curriculum aligned, age-appropriate and consistent with Catholic values and board priorities.

4. Sources

- 4.1 [Better Schools and Student Outcomes Act](#)
- 4.2 [Education Act](#)

5. Appendices

- 5.1 Request for Guest Speaker and/or Presentation (AF508-2A)
- 5.2 Notification to Parents/Guardians of Guest Speaker and/or Presentation (AF508-2B)

6. Related Policies and Administrative Procedures

- 6.1 [Catholic Curriculum and Education Policy \(PO517\)](#)
- 6.2 [Catholic Curriculum and Education Administrative Procedure \(AP517-1\)](#)
- 6.3 [Family Life Education and the Fully Alive Program Administrative Procedure \(AP517-2\)](#)
- 6.4 [Environmental Education Policy \(PO523\)](#)
- 6.5 [Environmental Education Administrative Procedure \(AP523-1\)](#)
- 6.6 [First Nation, Metis and Inuit Education Framework Policy \(PO516\)](#)
- 6.7 [First Nation, Metis and Inuit Students Voluntary Self-Identification Administrative Procedure \(AP516-1\)](#)
- 6.8 [Growing Success – Student Assessment Policy \(PO518\)](#)
- 6.9 [Growing Success – Student Assessment Administrative Procedure \(AP518-1\)](#)
- 6.10 [Selection and Reconsideration of Learning Resources Policy \(PO508\)](#)
- 6.11 [Selection and Reconsideration of Learning Resources Administrative Procedure \(AP508-1\)](#)
- 6.12 [Student Excursions and/or Exchanges for Educational Purposes Policy \(PO512\)](#)
- 6.13 [Student Excursions and/or Exchanges for Educational Purposes Administrative Procedure \(AP512-1\)](#)