

Purpose

Tanbridge Academy values the inclusion of guest speakers who enrich student learning and support our mission to foster curiosity, critical thinking, and respect for diverse perspectives.

This policy provides clear guidance to staff, school administrators, and families on the procedures that must be followed when inviting, approving, or hosting guest speakers. It ensures all guest presentations and associated materials align with Tanbridge Academy's educational philosophy, values, and the **Education Act**, including content related to **human sexuality, gender identity, or sexual orientation**.

Transparency, professionalism, and family partnership are central to this process. A copy of this policy will be available to all parents and staff and may be requested through the school office.

Scope

This policy applies to **all guest speakers**, presentations, and materials shared with students, whether in person or virtual. It includes:

- Verbal presentations, speeches, and interactive discussions.
- Audio-visual materials (videos, slideshows, digital content, etc.).
- Written materials (books, pamphlets, handouts, articles, and similar documents).
- Items or media left for school or student use after the presentation.

This policy also applies to any presentation or discussion that **explicitly or primarily** addresses **human sexuality, gender identity, or sexual orientation**.

Approval Process for Guest Speakers

1. Advance Approval Required

All guest speakers must be approved by a school administrator **at least 14 calendar days** prior to their presentation. Teachers must submit:

- The speaker's name, organization, and contact information.
- A brief description of the presentation or topic.
- A list or sample of materials to be shared, including handouts, media, or books.
- Identification of any potentially sensitive or explicit content.

2. Review and Alignment

The administration will review all materials and topics to ensure:

- Content aligns with Alberta Education curriculum and Tanbridge Academy values.
- Information is age-appropriate and balanced.
- No political or commercial agendas are being promoted.



Expectations for Guest Speakers

All guest speakers are expected to:

- Present content that is factual, respectful, and educational.
- Avoid promoting personal, political, or religious views.
- Use language and materials appropriate for the audience's age and maturity level.
- Respect the school's inclusive, safe, and supportive learning environment.
- Obtain prior approval for **all materials** (audio-visual, written, or physical) they plan to share.
- Submit a copy or description of any resources left for classroom or student use.

Staff Responsibilities

Teachers and staff are responsible for:

- Initiating and documenting the guest speaker approval process.
- Ensuring materials are reviewed before presentation.
- Supervising all guest speaker sessions.
- Providing feedback to administration following the event.
- Communicating clearly with families when topics may be sensitive or require consent.

Administrative Oversight

Administrators will:

- Maintain a record of all guest speaker approvals and parental notifications.
- Ensure all materials meet Alberta Education standards.
- Intervene or discontinue a presentation if it deviates from approved content or school expectations.
- Review feedback from teachers and families to ensure quality and appropriateness of future engagements.

Compliance and Review

This policy is reviewed annually by Tanbridge Academy's leadership team to ensure alignment with legislation, curriculum updates, and school community values.