

## 501.9AP – Performances, Presentations and Materials by Outside Groups

### Purpose

The Board of Education supports performances and presentations in schools by outside groups and individuals—including community service organizations, artists, and subject area specialists—to enhance student success and well being.

### Objective

To ensure student safety and the age appropriateness of materials, information, or topics of a sensitive nature, this Administrative Procedure provides a framework for schools to access outside groups to enrich the student experience.

### Definitions

*Community Service Organization* – A community based, nonprofit organization that provides information and/or education on a specific issue to inform students or parents.

*Informational Fairs* – School based events where multiple third-party nonprofit organizations present information or services that may benefit students. These may include post secondary institutions, community-based supports, and other relevant organizations.

*Performing Artist* – An individual or group hired or volunteering on a one time or limited basis to perform at a school or in a classroom.

*Subject Area Specialist* – An individual or group hired or volunteering on a one time or limited basis to speak at a school or in a classroom on a specific topic to enhance student learning.

### Procedure

*Performances, Presentations or Materials to a class or school, while under the supervision of school staff*

1. The sponsoring employee shall use their professional judgment to ensure that the material presented is age appropriate and does not conflict with Board policies.
2. When a presentation with sensitive content is being considered for the first time in a school year:
  - a. The sponsoring employee must complete the vetting checklist attached to this Administrative Procedure.
  - b. The Principal will review the completed vetting checklist and grant final approval.
  - c. The completed checklist shall be kept at the school for the current school year.
  - d. The sponsoring employee shall inform parents/guardians as necessary.

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3. The sponsoring employee is responsible for supervising all performances or presentations to ensure they align with the approved materials and are appropriate for student learning.
4. Notwithstanding *704.1AP – School Contracts*, principals have the authority to sign written contracts with performing groups when the total remuneration falls within their signing authority.

### *Presentation of Material at Informational Fairs*

1. When a community service organization or other entity presents for the first time in a school year, the sponsoring staff member must be aware of the resources/materials being shared.
2. When materials/resources with sensitive content are being considered for the first time in a school year:
  - a. The sponsoring employee must complete the vetting checklist attached to this AP.
  - b. The school principal, along with the professional staff who completed the checklist, shall use their professional judgment to ensure that all materials and information presented to students are age appropriate and consistent with Board policies. For topics that may include sensitive content (e.g., sexual health), the principal and/or professional staff must apply additional scrutiny, including receiving copies
  - c. The Principal will review the completed vetting checklist and grant final approval.
  - d. The completed checklist shall be kept at the school for the current school year.
3. The sponsoring employee is responsible for supervising participating community service organizations to ensure they adhere to the approved materials and present content appropriate for student learning.

**Previous Policy Number:** AP321  
**Created:** 1960.05.01  
**Amended:** 1984.01.11; 2025.02.04; 2026.05.13

# AP 501.9 Vetting Checklist

## Performances, Presentations, and Materials by Outside Groups (for Sensitive Content Only)

Use this checklist when considering performances, presentations, or materials by outside groups includes sensitive content. Complete prior to first presentation/event in the school year. Maintain the completed checklist at the school for the current school year.

School: \_\_\_\_\_

Date: \_\_\_\_\_

Sponsoring Employee: \_\_\_\_\_

### Presenter Information

Name of individual/group: \_\_\_\_\_

Phone

Email

Website:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of presentation/event:

Target audience (provide grade/age):

\_\_\_\_\_

\_\_\_\_\_

Location of presentation/performance/event:

### Background and Credentials

Previous experience working with students confirmed:  Yes  No

Online presence reviewed (website, social media) –  Yes  No

Any concerns identified:  Yes  No

If yes, describe:

### Content Review

Brief description of presentation/performance content or resources to be shared:



If applicable, sample materials reviewed (videos, scripts, handouts, etc.). Examples are attached.

**Content is age-appropriate for target audience:**  Yes

**Content aligns with curriculum objectives:**  Yes

**Content supports student success/well-being:**  Yes

**Content complies with Board Policies & APs:**  Yes

### Parent/Guardian Communication

**Where applicable, parent notification is complete:**  Yes

I acknowledge that I will be actively supervising the students during the presentation/performance/event and will intervene if inappropriate content is being shared.

Sponsoring Employee Signature:	Date:
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### Final Approval – Professional Judgment (by Principal)

**Content is age-appropriate for target audience:**  Yes

**Content aligns with curriculum objectives:**  Yes

**Content supports student success/well-being:**  Yes

**Content complies with Board Policies & APs:**  Yes

**Additional notes:**

**Principal Approval:**  APPROVED  NOT APPROVED \_\_\_\_\_

Principal Signature:	Date:
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**Provide a signed copy back to the sponsoring employee, retain a signed copy in the office for the current school year.**

