

Guest Speakers

Engaging a Speaker

When a certificated staff member believes that a guest speaker will contribute to the curriculum by helping to achieve the goals and objectives of a course, the staff member will follow the procedure set out below.

1. Prior to the invitation of any speaker in the District, the staff member will notify the principal in writing on the standardized form (Guest Speaker Request) whom he/she wants to invite, how the speaker's topic will relate to the curriculum and when the speaker will visit.
2. If the staff member and the principal consider the guest speaker's topic to be partisan or controversial, they will develop a plan whereby the opposing viewpoints can be presented.
3. The principal will approve or deny the request or refer it to his or her supervisor if it is deemed advisable.
4. The principal will give the staff member written notification of a decision no later than three (3) school days after receiving the request. The return of the standard form signed by the principal will be evidence of such notification. If the proposed presentation is disapproved, the disapproving administrator will explain in writing to the inviting staff member the leading to rejection of the request.
5. If the principal deems it advisable, the staff member will be responsible for informing parents of the guest speaker at least three (3) days before the presentation. Parent permission slips may be required.
6. Students shall be excused from the presentation on parental request. The staff member will determine, with the principal, if students other than those in the staff member's class may attend.
7. Normal classroom attitude must be maintained. Therefore, the presence of persons other than those involved in the presentation will be at the discretion of the principal in consultation with the staff member.
8. Sessions will be recorded upon advice of the principal. The administrator's copy will remain in the custody of the staff member or consignee.

Revised:	<u>9/18/97</u>	<u>9/17/98</u>	<u> </u>
Affirmed:	<u>4/23/87</u>	<u>1/11/90</u>	<u>8/13/92</u>