

AGREEMENT AND GUIDELINES
for
GUEST SPEAKERS



The following guidelines shall be followed for any presentation to students at a school site, either in individual classroom(s) or in a large group setting, to a school-sponsored group, or at a school-sponsored event:

1. A legitimate and reasonable connection between the adopted curriculum and the guest's presentation must be established.
2. With the exception of school-sponsored fund-raising events, promotion of a business, distribution of advertising, or collection of students' names, addresses, or phone numbers is prohibited.
3. While factual information on politics, a religion, a culture, or ethnic group may be presented, proselytizing for or defamation of a particular political, religious, gender, or cultural viewpoint or an alternative lifestyle is not permitted.
4. Appropriate attire, language, and behavior are required.
5. School officials have the right and the responsibility to interrupt the presentation with a warning and/or to stop the presentation for any violation of this agreement.
6. The name of any speaker who is warned regarding his or her presentation or stopped from continuing a presentation will be distributed to all district schools.
7. An approved Agreement and Guidelines for Guest Speakers form must be on file with the site administrator prior to any presentation.

SB Policy 4.45

Signature of Speaker

Signature of School/District Representative

Date

Date



Policies for Scheduling Guest Speakers

Prior to inviting and scheduling the guest speaker, you must do the following:

- Ensure that the speaker understand the “Agreement and Guidelines for Guest Speakers.”
- Discuss speaker’s topic including exactly what you want students to learn.
- Give information about students: level of knowledge, tips for holding attention, etc.
- Confirm audiovisual or other equipment needs.
- Clarify directions to the school, parking and main office.
- Confirm date and time of arrival.
- Prepare students by informing them of the purpose of the presentation and its relation to the curriculum and by establishing guidelines for behavior.

When the speaker arrives, you must do the following:

- Make sure the speaker is expected by school officials, welcomed, and shown to the classroom.
- Introduce the speaker, act as facilitator, and handle discipline.
- NEVER leave the speaker alone with students.
- Make sure to express your thanks to the speaker and facilitate a pleasant departure.



Guest Speaker Request

(Submit to your immediate supervisor)

Person Making Request: _____ Title: _____

Date of Request: _____ Date of Presentation: _____

Speaker's Name: _____ Time of Presentation: _____

Speaker's Affiliation: _____ Length of Presentation: _____

Intended Audience for Presentation: _____

Has a legitimate and reasonable connection between the adopted curriculum and the guest's presentation been established?

_____ Yes. Explain: _____

_____ No. Explain: _____

How did you learn of this speaker's availability? _____

A signed "Agreement and Guidelines for Guest Speakers" form is attached. Yes_____ No_____

Explain: _____

_____ (Initials of person making request): I have reviewed the "Policies for Scheduling Guest Speakers" and will adhere to them.

Request: ☐ Approved ☐ Not Approved

Department Chair's Signature

Date

Administrator's Signature

Date