

Guest Speaker Policy

Guest speakers in classrooms are an excellent way to expand our educational program and provide information for students. Guest speakers help students apply what they are studying to different contexts, thus providing enrichment and an opportunity to expand learning and supplement the curriculum. College institutions, financial aid programs, prospective employers, outreach programs and other organizations provide many opportunities for our students. Teachers who wish to have guest speakers address one or more classes must follow these guidelines.

1. Complete the Guest Speaker Approval Form and submit it to the Principal with the name, date, and subject area for the proposed guest speaker at least 3 days before you would like guest speaker to present to students.
2. Once approved, please notify the Office Manager with the name, date, and expected time of arrival on campus.

The following factors are taken into consideration when considering approval:

1. Competency of the proposed speaker to address the proposed subject, including the speaker's experience, training and expertise.
2. The educational value of the proposed program or address.
3. Whether the proposed presentation, in the context of the teacher's overall instructional program is consistent with the standards of academic freedom and responsibility and is related to and consistent with the curriculum for the class.
4. Appropriate to the age and maturity level of the students.

Teacher_____

Date Submitted_____

Subject_____

Name of Speaker/s_____

Stipend Yes No

Address_____

Date and Period for Speaker_____

Organization/Affiliation_____

Message/Purpose/Materials_____

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- c. Whether the proposed presentation, in the context of the teacher's overall instructional program is consistent with the standards of academic freedom and responsibility and is related to and consistent with the curriculum for the class.
- d. Appropriate to the age and maturity level of the students.

Approved___

Not Approved___

Parental approval form needed_____

Signature of Administrator_____