

**RESPONSIBILITY OF TEACHERS:**

The following guidelines indicate the responsibilities of teachers pertaining to guest speakers for staff and students:

1. The teacher should have knowledge of the topic to be presented.
2. The teacher should have knowledge of the speaker's qualifications and background.
3. The speaker's presentation will be germane to the subject and field being studied in the class.
4. The speaker will be reminded that he/she is in a public school and rules concerning profanity, smoking, and other prohibited behavior must be observed.
5. The class should be pre-informed of the speaker and the topic. Prior to the speaker's presentation, the students should be given information which will make the speaker's presentation meaningful.
6. The speaker's program should always allow time for students and/or faculty to raise challenging questions or offer countering viewpoints.
7. The speaker should be required to confine his/her remarks to the subject upon which he/she is asked to speak.
8. After the speaker, a follow-up activity should be encouraged. It is hoped that the speaker's philosophy, ideas, statistics, or facts will be challenged. All students should be given a chance to express their views.
9. All sides of an issue should be presented in a fair manner.
10. The teacher will remain with the speaker and students during the presentation to facilitate and monitor the activity.

Board of Trustees

February 26, 1970

Reviewed: April 10, 1986

Revised: February 22, 1990

Reviewed: May 1993

Revised: March 1998

Revised: March 2000

Revised: December 2004

**PROCEDURES FOR CLEARANCE OF NON-PAID OUTSIDE SPEAKERS:**

- 1.0 The teacher will complete and sign the "Request for Speaker Form." This form must be submitted to the department chairperson a minimum of ~~seven~~ fifteen working days before the presentation.
- 2.0 After consultation with the teacher requesting the speaker, the department chairperson or teacher will submit the "Request for Speaker Form" to the principal with the department chairperson's specific recommendation regarding the requested speaker.
- 3.0 The principal, after consulting with the department chairperson and/or teacher, will make the final decision concerning the request for the speaker.
- 4.0 If the principal denies the request, the reason for denial shall be written on the form.
- 5.0 A copy of the completed form will be returned to the teacher and the original will be filed at the school site.
- 6.0 In case of a disagreement, the district policy for Appeal of Administrative Decision will be followed.

**PROCEDURES FOR CLEARANCE OF PAID OUTSIDE SPEAKERS:**

- 1.0 A consulting agreement must be completed and approved by the site administrator, district administrator, and the Board of Trustees at a board meeting before the presentation occurs.
  - 1.1 All sites must complete the independent contractor checklist and submit it with the consulting agreement and résumé.
  - 1.2 Presenters not previously approved by Board of Trustees must submit a résumé along with the consulting agreement. Previously approved presenters must complete a consulting agreement as well as submit an updated resume', if the most recent resume' is older than three years.
- 2.0 The district administrator will submit the consulting agreement, the independent contractor checklist, and the résumé to the Board of Trustees approval.

**REQUEST FOR NON-PAID SPEAKER FORM**

**7903.02-R**

SITE: \_\_\_\_\_

Teacher: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Speaker: \_\_\_\_\_

Purpose of Presentation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications of Speaker:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Presentation: \_\_\_\_\_

I have read the district policy concerning outside speakers and have met the responsibilities listed.

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_