

P6-12-010 Guest Speakers During School Hours

~~sSchool personnel~~Established and officially recognized student **and/or parent** organizations may invite outside guest speakers, in-person or virtual, to address their groups, provided they have obtained approval of the principal.

A written request for approval must be submitted ~~by the president or chairman of the organization~~ to the principal at least three weeks prior to the proposed date. Requests must contain a biography of the speaker, and a topic for the speech as set out in the form provided, and any handouts or presentations need to be shared with the Principal at least five school days prior to the presentation to review and approve any handouts or Presentations.

In reviewing a request for approval, the principal shall base his/her decision on the following factors:

- (1) the age and maturity levels of the audience;
- (2) whether the event is during or after school hours;
- (3) whether student attendance is voluntary or mandatory;
- (4) the reaction of similar audiences to this speaker;
- (5) whether the proposed speaker would constitute a clear and present danger to the orderly operation of the institution;
- (6) the subject matter of the speech and its educational value; and
- (7) compatibility with the normal school routine.

Within one week, or as soon as reasonably possible after receipt of the request, the principal shall notify the person or group making the request of his/her decision. Should the request be denied, the student group may, by written request, seek review by the Superintendent or his/her designated representative. The decision from such a review ~~shall~~ will be supplied at the earliest practical date.

In the event the approved speaker is unable to keep the engagement, another speaker may be substituted only by following the procedures outlined above. In such case, the three weeks advance notice provision may be waived at the discretion of the principal.

~~Where~~ **Once** the request for an outside speaker, in-person **or virtual**, is granted and the speaker accepts the invitation, the requester shall immediately inform the principal in writing. The principal may, in his/her discretion, require that the meeting be **supervised** ~~chaired~~ by a member of the administration or faculty, and he/she may further require a statement to be made at the meeting that the views presented ~~there~~ are not necessarily those of the school, the school system, or the sponsoring group.

Guest speakers must complete the "Agreement for Services" for paid and non-paid engagements prior to the event.

Refer to Regulation **6-12-010**, "APPLICATION FOR APPROVAL **IN-PERSON OR VIRTUAL** GUEST SPEAKER."

Guest speakers must adhere to the visitor policy P11-08-001 "School Visitors" and regulation R11-08-001 "REGULATIONS PERTAINING TO SCHOOL VISITORS"

Refer to Policy: **P11-08-001 "School Visitors"**

Last Revised: August 1995