

## Guest Speakers

### 1. Philosophy Regarding Use of Guest Speakers in Secondary Schools

- a) Students must have the opportunity to hear a variety of views, attitudes and opinions.
- b) No particular point of view will be heard repeatedly without hearing other points of view.
- c) Students shall not be required to listen to particular speakers.
- d) Political speakers should be allowed to speak, even during election years, as long as opponents are allowed to speak
- e) Individuals or student groups wishing to use the school's name in order to further their own interests must do so within the working rules for school organizations (i.e. staff advisor, constitution, etc.).

### 2. Protocol for Guest Speakers

- a) Teacher expectations:
  - Communicate (by e-mail, phone or in-person) with guest speaker prior to the speaking engagement to discuss goals and classroom environment and prepare all necessary resources (including technology).
  - Provide the principal advance notice of the guest speaker and a general outline of the topics/material to be discussed.
  - Prepare students academically, socially, and professionally for the guest speaking engagement. Provide alternatives for students (without penalty) who do not wish to hear the speaker.
  - Remain present in the classroom for the duration of the guest speaking engagement.
  - Support the guest speaker by aiding in classroom management & supporting discussions as needed.
  - Send a "thank you" via mail from teacher and/or students within one week of guest speaking engagement.
  - Provide feedback to the principal about the guest speaking engagement.
- b) Speaker expectations:
  - Sign in and out of the main office upon arrival and departure.

## Instruction

- Work with teacher (by e-mail, phone, or in-person) to plan instruction and other resource needs (such as technology).
- Design instruction, if applicable, that is engaging and interesting for students.
- Design instruction, if applicable, that is relevant and rigorous for students.
- Understand school student audience (elementary, middle or high).
- Provide feedback about the guest speaking engagement to the principal or their designee.

## Legal Reference:

Policy adopted: February 14, 1977

Policy revised: April 11, 1977

Policy revised: February 18, 1980

Policy reviewed: August 21, 2000

Administrative Regulation revised: May 21, 2018