

WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

GUEST SPEAKER APPROVAL FORM

(USE FOR SPEAKERS WHO ARE NON WSSD OR INTERMEDIATE UNIT STAFF)

Teacher: _____ Submission Date: _____

Class(es): _____ Grade(s): _____

Scheduled Date of speaker: _____ Period(s): _____

Name of speaker(s) & organization (where applicable) _____

Topic of speaker: _____

Qualification of speaker to address this topic (include biography if available): _____

How does the speaker support the curriculum and fulfill the objectives of the lesson? _____

Has the speaker been informed of the objectives? Yes _____ No _____

Has the speaker agreed to limit the presentation to these objectives? Yes _____ No _____

Should a student opt not to attend, describe the other activity(ies) to cover the objectives which will be assigned to the student: _____

NOTE: The following items require the approval of the principal: summary of the presentation/lesson plan, visual aids, and any materials to be distributed.

Attachments submitted with this form:

Speaker biography Yes _____ No _____ Summary of presentation Yes _____ No _____

Visual aids Yes _____ No _____ Materials to be distributed Yes _____ No _____

Other (please describe) _____

_____ Prior Approval Granted

_____ Prior Approval Denied

Principal Signature & Date

The Expectations and Guidelines were presented to _____ on

(Guest Speaker)

_____ by _____
(Date) (Teacher)

A teacher requesting participation of a guest teacher must complete and submit this form to the principal at least one month prior to the visit by the guest speaker. Approvals are date specific and do not carry into future years. A copy of this form shall be kept on file in principal's office.

WALLINGFORD-SWARTHMORE SCHOOL DISTRICT

Expectations and Guidelines for Guest Speakers

The Wallingford-Swarthmore School District recognizes the value of presenters and speakers to deepen student learning and understanding of curricular concepts. Speakers and presenters are appropriate in cases where a unique perspective, authentic experience, or exclusive knowledge base exists that cannot be provided by the instructor. WSSD has the following expectations and guidelines for guest speakers:

1. A legitimate and reasonable connection between the adopted curriculum and the guest's presentation must be documented on the Guest Speaker Approval Form.
2. With the exception of approved school-sponsored fund-raising events, promotion of a business, distribution of advertising, or collection of students' names, addresses, or phone numbers is not permitted.
3. The role of any speaker is education and explanation. Materials and presentations must not denigrate any race, color, age, creed, religion, gender, gender identity, gender expression, sexual orientation, ancestry, national origin, or handicap/disability. Also, while the guest speaker may include factual information on politics, religion, culture, or ethnicity within the presentation, the presentation should avoid expressing judgments concerning those topics. Moreover, proselytizing within the presentation is not permitted.
4. Information presented must be accurate, factual, and consistent with the curriculum.
5. Appropriate attire, language, and behavior are required.
6. Guest speakers are visitors, and upon arrival, must register at the Office where they will sign in and receive a visitor's pass.
7. 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 these expectations and guidelines.
8. School personnel and guest speakers are reminded that the Pennsylvania Public School Code (24 P.S. §15-1505-E) prohibits any school program such as this from seeking to instruct, proselytize or indoctrinate students in any specific religion or political beliefs. Therefore, in addition to any other prohibitions, guest speakers shall not engage in advocacy on behalf of or in opposition to candidates, campaigns, or ballot measures.

Classroom Guest Speakers

Prior to issuing the invitation to a guest speaker for a classroom presentation, teacher shall submit a Guest Speaker Approval Form to the principal. The following criteria should be considered when inviting a guest speaker:

1. Curricular or other educational objectives to be attained.
2. Approximate length, date, and time of the presentation.
3. Knowledge, skills, or personal experience of the speaker as related to the topic.

The teacher extending the invitation is responsible for ensuring that the individual invited as a guest speaker is provided with a copy of this two-page form prior to the presentation. Each teacher shall monitor the guest's presentation in its entirety, and shall take appropriate corrective action if this policy is violated by the guest speaker.

Appropriate Corrective Action if the Guest Speaker Violates the Policy

1. The principal (or designee) is the responsible employee for school-wide assemblies.
2. The teacher and the principal (or designee) are the responsible employees for classroom presentations.
3. On behalf of the District and as a professional educator, appropriate corrective action by the responsible employee(s) may be exercised at educator's discretion, which may include terminating the presentation.

I understand and agree to abide by the Wallingford-Swarthmore School District's Expectations and Guidelines for Guest Speakers as presented herewith.

(Guest Speaker)

(Date)

A copy of this form shall be kept on file in principal's office.