

INSTRUCTIONAL RESOURCES:  
COMMUNITY INSTRUCTIONAL RESOURCES

EFC  
(REGULATION)

AUTHOR VISITS	On occasion, a principal may choose to have an author come to the campus to provide information regarding his or her life and/or background into the writing of a book. This is considered an activity of literary instructional value.
PURPOSE	
COST	The cost, if there is any, for this activity can be paid for out of the school activity fund, or by the sponsoring organization such as PTA, PTO, or other booster organizations.
SELLING OF BOOKS	Books written by the author can be sold if the principal considers the selling of the books important to the success of the visit or necessary to defray the cost of bringing the author to the campus.
GENERAL GUIDELINES	<p>The following guidelines shall be followed:</p> <ol style="list-style-type: none"><li>1. The decision of whether or not to sell an author's books is the responsibility of the campus administration and/or the sponsoring body.</li><li>2. The primary purpose of book sales should be to provide the children with copies of the author's books for autographic purposes and so they would have a memento of the visit.</li><li>3. School personnel will be responsible for obtaining the books to be sold.</li><li>4. The profit from the sale of the books will be used to help defray the expenses of the author's visit.</li><li>5. If the author visits several campuses, the library media specialist will help coordinate the schedules.</li></ol>
GUEST SPEAKERS	Prior to scheduling a guest speaker to speak to students, the teacher must complete a "Guest Speaker Approval Form" [see EFC (REG) (EXHIBIT)] and submit it to the campus administrator for approval. The campus principal shall determine whether or not a speaker should be extended an invitation to speak to students. The principal shall be guided in the approval of speakers by the District practice of no discrimination based on race, color, religion, sex, national origin, or age. The principal is further expected to ensure that the topic is appropriate as pertains to the philosophy and objectives of the District and that there is no infringement upon the constitutional provision of the separation of church and state.