



SANTA PAULA UNIFIED SCHOOL DISTRICT

ESTABLISHED 2013

Date of Request _____

GUEST SPEAKER REQUEST FORM

Teacher(s) _____ Site _____

Name of Class(es) _____ Grade(s) _____

Scheduled date(s) of Visit(s) _____ Period(s) _____

Name of Speaker(s) _____ Phone Number _____

Topic of Presentation _____

Organization affiliation of speaker (if relevant) _____

How does this topic specifically support the adopted curriculum? _____

Attach any materials to be displayed or distributed by the speaker.

Does this topic deal with any issue covered under Education Code 51938, "Right of parent/guardian notice HIV/AIDS and sexual health instruction" or Board Policy 5145.6 "Parental Notifications?" _____ Yes _____ No

Note: If answered yes, participation forms must be sent home and returned with parental approval prior to the speaker's presentation.

Do you consider this topic to be controversial? (A controversial topic is one in which there is a clearly recognized community division.)

_____ Yes _____ No

If answered yes, do you plan to send parental permission slips home?

_____ Yes _____ No

Principal Printed Name

Principal Signature

Date _____

AGREEMENT AND GUIDELINES FOR GUEST SPEAKERS

In order to maintain a clear focus on our core business, teaching and learning, the environment of schools and classrooms should be maintained and care must be exercised to respect the diverse views and values of all students. The speaker and the school or district representative agree to the following terms and conditions for speaking to students:

1. A legitimate and reasonable connection between the adopted curriculum and the guest's presentation must be documented on the **GUEST SPEAKER REQUEST FORM**. In addition, the presentation must be appropriate to the age and maturity level of the student audience.
2. With the exception of 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 culture, race, gender, national origin, or religion. Also, while factual information on politics, religion, culture, or ethnicity may be presented, proselytizing is not permitted.
4. Information presented must be accurate and factual.
5. Appropriate attire, language, and behavior are required.
6. 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 this agreement.
7. Other:

I have read these guidelines and agree to abide by them:

Guest Speaker Signature

Principal Signature

Date

Date

District Office Administrative Action

Speaker approved Not approved Speaker approved with Parental Permission

Materials approved Not approved Please see me

Reason for disapproval _____

Superintendent or Designee Signature

Date _____