

**Procedures**

When scheduling speakers and/or programs into the schools, teachers or other professional personnel must consider the following:

Advance approval of the principal is required; all materials to be used in the program (including handouts, films, literature, speech text) shall be submitted to the principal for review upon request.

Programs designed to acquaint students with the community, or planned as curriculum enhancement, are encouraged.

The final decision about the appropriateness of the planned program rests with the building principal.

**Criteria**

The criteria for determining appropriateness of the planned program shall be as follows:

1. No advertising of commercial products or services.
2. Former addicts may not be used in presenting drug/alcohol prevention programs to student groups. On limited occasions, this approach may be used in alternative education programs, for students in recovery, or for parent or staff programs. The Prevention and At-Risk Services Coordinator should be consulted prior to involving former addicts in any school-related program.
3. Messages or literature endorsing a church or specific religious belief are not allowed.
4. Special consideration is required for sensitive health topics. A review committee composed of faculty and parents may be utilized to screen presentations for determining campus standard or appropriateness.
5. Private mental health or other service providers may access school staff regarding an individual student. Solicitation for purposes of offering staff development or student services is not allowed at the campus level. Proposals for staff development may be directed to the Director of Professional Learning. (Programs or services for students should be directed to the appropriate assistant superintendent.)