KELLER ISD	Key Strategic Priority: 3
ADMINISTRATIVE REGULATION	Leadership
Visitors - Outside Instructor	GKC(R1)

Outside Instructors must agree to the following guidelines before being permitted to teach classes on any KISD campus: *(Note: *An Outside Instructor is defined as a person who provides instruction to a class for more than one class period.)*

- Complete and submit an Outside Instructor Application for principal approval.
- Submit to a background check at least two weeks prior to the instruction. Forms are available on campuses and should be sent by the campus to the KISD Human Resource Department.
- Presentations may not include any form of advertising (flyers, handbills, stickers, business cards, etc.).
- Presentations may not be connected to any fundraising activity or any items to be sold.
- Parents must be informed of the use of an outside instructor at least one week prior to the instruction. The instructor must be available to answer questions posed by parents.
- If an instructor wants to distribute flyers to the campus he/she must get approval through the Keller ISD Communications office.
- All instructional materials to be utilized during the course of instruction (i.e. videos, handouts, photographs, etc.) must be previewed and approved by the classroom teacher before any instruction takes place.

*This Administrative Regulation does not apply to instructors with the Fine Arts Enrichment Program.