

INSTRUCTION

Guest Speakers – procedures

The Superintendent or designee authorizes guest speakers (including elected or appointed officials and other dignitaries, school division partners) to address students during the academic day or at school sponsored events when the purpose of the guest speaker's presentation directly supports the strategic plan and/or School Division or school priorities. Guest speakers must have prior approval before appearing before students and staff must ensure that such presentations are consistent with the procedures in this Regulation and other applicable guidance, policy and regulation.

A. General conditions for guest speaker presentations

To ensure that applicable policies and regulations, appropriate preparations, notices and accommodations are in place and that School Division resources and academic time are protected, the conditions set forth below must be complied with. Additional conditions may be required depending on circumstances.

1. The principal or designee shall determine whether the guest speaker's presentation supports the strategic plan or the school's priorities and is consistent with other applicable School Board policy and regulation.
2. The principal or designee should consider the nature of the presentation, the impact on student learning, the time and resources needed from staff and the School Division to prepare and conduct the presentation, the need for parental approval for participation, the disruption to the educational environment, including and not limited to, testing, other scheduled events, accommodations, meals, arrival and release of students, and other relevant matters.
3. The principal or designee has the authority to deny the request for a guest speaker and/or to set other criteria or conditions for a guest speaker. Guest speakers do not have the right to appeal the decision of principal or designee.
4. The guest speaker's presentation must be age-appropriate, nondiscriminatory and consistent with School Board policy and regulation and relevant to the instructional program. The guest speaker must also be qualified to address the subject of the intended presentation.
5. The guest speaker's presentation must not promote alcohol, vaping, smoking, illegal drug use or other illegal conduct for students.

6. Guest speakers may not conduct any campaign related activities during presentations unless specifically approved by the School Administration.
7. If a guest speaker is approved, then timely and prior written notice must be provided to adult students or the parents and guardians of minor students of the guest speaker, the date and time and the nature of the presentation. If the guest speaker's presentation is not required by the school, then the option to opt-out from the presentation should be provided. Opting out of a guest speaker presentation should not have negative consequences for students and students who opt out of a guest speaker presentation must be provided with alternative work during the guest speaker presentation or otherwise excused from attendance.
8. Accommodations (such as disability or language interpretation) for students, staff and guest speakers must be addressed in the guest speaker approval process and provided during the presentation.
9. Student media opt/out forms must be reviewed for all students participating in a guest speaker presentation and guest speakers must be informed of the rules for taking pictures or other recordings of students.
10. Guest speakers must comply with all applicable policies, regulations and procedures for visitors to school property or events, including criminal background screenings and/or child protective services checks.
11. The Department of Communications and Community Engagement and the Department of School Leadership should be informed and consulted when guest speakers who are reasonably anticipated to garner attention from media or community groups are invited to speak.
12. Consideration should be given to disruption of learning time, the disruption of school operations and student schedules, the frequency of guest speakers, the potential for media attention, the interest in other individuals attending a guest speaker presentation, and health and safety considerations.
13. The School Administration reserves the right to cancel a guest speaker's presentation without cause at any time.

B. Dignitaries- presentations

Dignitaries include elected or appointed officials, government representatives, and other distinguished guests visiting the school in an official capacity for the purpose of speaking to students, making presentations regarding their positions or matters that they have responsibility for, and/or participating in honors, awards, commemorative presentations or other similar events. Appropriate protocols and notices, as well as communications coverage may be required for dignitaries, therefore additional conditions are required for approval of dignitaries as guest

speakers. This Regulation does not address those officials or government representatives who come to schools for the purpose of conducting official investigations or otherwise enforcing laws or regulations.

1. Approval Process for Dignitaries

- a. Visits by dignitaries must be approved and coordinated through the principal and the School Division's administrative office no less than business 72 hours in advance. Exceptions may be granted under special circumstances.
- b. The School Administration shall ensure appropriate protocols are followed and that the visit aligns with school schedules and security procedures.
- c. Any speeches or presentations should be educational and non-partisan. Speeches or presentations should provide balanced viewpoints if the topic or speaker is controversial.
- d. School Officials shall supervise all interactions to ensure compliance with School Board policies and regulations and other applicable law.

C. Guest Speakers -Classroom Presentations

Teachers who wish to invite a guest speaker to address students during the academic day must obtain approval from the principal or designee at least two (2) school days in advance. If the guest speaker is a dignitary, the teacher must follow the procedures for dignitaries. Teachers will be responsible for providing notice to adult students, or parents/guardians of minor students for approved guest speakers. Teachers will remain present during the guest speaker's presentation in the classroom and will be responsible for compliance with terms of the guest speaker's approval and this Regulation.

D. Assemblies and School-Wide Events

Guest speakers for assemblies must be approved by the principal or designee fourteen school days in advance prior to scheduling the guest speaker's presentation. Exceptions may be made when special circumstances exist.

F. Implementation and Enforcement


The principal or designee will be responsible for implementation and enforcing this Regulation and applicable guidelines. Any concerns regarding guest speakers or dignitaries should be directed to School Administration for resolution. The School Administration reserves the right to review guest speaker requests and impose additional conditions on the approval of guest speakers.

Adopted by Superintendent: 2025

Policy and Regulation Approval page attachment

Regulation 6-10.1 Guest Speakers - procedures

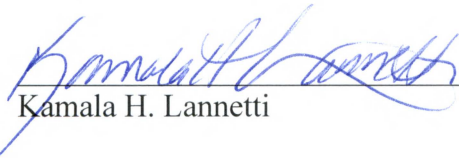
Department of School Leadership



Matthew Delaney
Chief of Schools

1/8/2025
Date

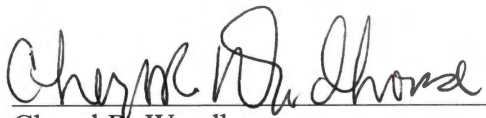
School Board Attorney:



Kamala H. Lannetti

12/18/25
Date

Chief of Staff:



Cheryl R. Woodhouse

01/13/2026
Date