POLICY 9080

Approval of Guest Speakers Invited by CCSD Staff

The Chappaqua Central School District establishes this policy to define expectations for the selection and approval of guest speakers at the invitation of our staff and their use of instructional materials when presenting to our students.

Guest Instructional Specialists Speakers or Parent/Caretaker Speakers: Guest instructional specialists may be invited to speak to students to support instruction and provide relevant expertise or perspectives. Guest parents or caregivers may be invited to classrooms to read books or share relevant experiences that support instructional goals.

All guests must be approved by building administration in advance. Staff must provide information regarding the speaker's relevant qualifications and/or affiliations and topic to the principal.

Guest speakers must present content that is age-appropriate and aligned with instructional goals and must not engage in partisan political advocacy or commercial promotion.

During presentations, staff must remain present and supervise the session.

Materials: All materials shown or distributed to students must be aligned with curriculum objectives, be appropriate to the age and developmental level of students, and must be based on accurate and credible information.

All materials distributed to or viewed by students, including handouts, digital resources, presentations, and externally sourced content, must be submitted to the building principal in advance and approved prior to use.

All guest parent/caretaker readers must select books from District school libraries. Guest instructional specialists, who wish to use books not available through these sources, must obtain prior approval from the building principal.

First Reading - June 17, 2026