

Guest Speaker Request & Approval Form

Guest speakers should support a clear curricular or educational purpose. Submit this form to site administration for review before confirming the speaker.

TEACHER & PRESENTATION INFORMATION			
TEACHER		SCHOOL	
COURSE / PROGRAM		PROPOSED DATE(S)	
CLASS PERIOD(S) / TIME		APPROX. NUMBER OF STUDENTS	

GUEST SPEAKER INFORMATION			
GUEST SPEAKER NAME		COMPANY / ORGANIZATION	
JOB TITLE / AREA OF EXPERTISE		ADDRESS	
PHONE		EMAIL	
WEBSITE / ORGANIZATION SOCIAL MEDIA (IF APPLICABLE)			

INSTRUCTIONAL PURPOSE

Briefly describe the presentation topic and planned content:

What course standards, curriculum, or learning objectives does the presentation support?

How will this presentation support or extend student learning?

CONTENT & INSTRUCTIONAL CONSIDERATIONS	
Does the presentation include sensitive, mature, political, religious, or potentially controversial content? ☐ No ☐ Yes	
Will the presentation address a controversial issue as described in BP 6144? ☐ No ☐ Yes ☐ Unsure – Administrator review requested	
Will the speaker present a particular viewpoint on a controversial issue? ☐ No ☐ Yes	
If yes or unsure, briefly describe:	

Important: Inviting a guest speaker does not transfer responsibility for instruction to the speaker. Consult a site administrator before confirming a speaker when there is uncertainty regarding the speaker, organization, topic, content, or application of district policy.

Guest Speaker Policy Acknowledgment

When a guest speaker addresses a controversial issue, RJUHSD Board Policy 6144 – Controversial Issues applies. The hosting teacher remains responsible for the instructional purpose, context, and classroom learning environment.

The teacher is responsible for ensuring that:

- The presentation is relevant to the adopted course of study and curricular goals.
- The topic and presentation are suitable to the age and maturity of the students.
- Instruction is presented in a balanced manner without bias or prejudice and without promoting a particular point of view.
- Students receive adequate factual information to objectively analyze and evaluate the issue and draw their own conclusions.
- Students may form and express their own opinions consistent with district policy and applicable law.
- The guest speaker is informed of district expectations and the instructional goals for the presentation.
- If the guest speaker presents only one point of view on a controversial issue, students are also provided information regarding opposing viewpoints.

REFERENCE: BP 6144 - CONTROVERSIAL ISSUES

TEACHER ACKNOWLEDGMENT

I have reviewed the proposed presentation with the guest speaker and communicated applicable district and school expectations. I understand that I remain responsible for the instructional purpose, context, and classroom learning environment associated with the presentation.

TEACHER		SIGNATURE		DATE	
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GUEST SPEAKER ACKNOWLEDGMENT - WHEN APPLICABLE

When the presentation involves a controversial issue: I understand that my presentation is part of an RJUHSD instructional program and agree to follow the expectations communicated by the teacher and school, including applicable district policies and guidelines.

GUEST SPEAKER		SIGNATURE		DATE	
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ADMINISTRATIVE REVIEW

☐ **Approved** ☐ **Approved with conditions** ☐ **Additional information required** ☐ **Not approved**

Conditions / Notes:

ADMINISTRATOR		SIGNATURE		DATE	
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