

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

75 NORTH PACE BOULEVARD, PENSACOLA, FL 32505
PHONE 850/432-6121, FAX 850/469-6379
escambiaschools.org
KEITH LEONARD, SUPERINTENDENT

GUIDELINES FOR INVITING GUEST SPEAKERS

Please be sure to obtain the principal's approval prior to inviting a guest speaker; once approved, please provide the principal with a completed *Guest Speaker Justification* form.

CONTACT THE SPEAKER

- Ensure that the speaker understands the *Agreement and Guidelines for Guest Speakers*
- Provide directions to the school, parking facilities, and the main office
- Instruct the speaker to sign in at the front office
- Confirm the date and time of arrival
- Discuss speaker's topic and provide exactly what you want your students to learn
- Provide information about students, level of knowledge, tips on holding their attention, etc.
- Confirm audio visual or other equipment needs

PREPARING THE AUDIENCE

- If attendance is optional, inform students about provisions for those not attending; seek parent approval if attendance is required
- Inform the students of the purpose of the presentation and its relation to the curriculum
- Review appropriate student behavior

HOSTING THE SPEAKER

- If the speaker has not already done so, ensure that he/she signs the *Agreement and Guidelines for Guest Speakers*
- Have the speaker escorted from the office to class or site of presentation
- Introduce the speaker
- Act as facilitator and handle discipline
- **NEVER LEAVE SPEAKER ALONE WITH STUDENTS**
- Stop the speaker if inappropriate statements/discussion occurs
- Thank the speaker and have him/her escorted back to the office

(This document is to be printed on individual School letterhead)

GUEST SPEAKER JUSTIFICATION

(Submit to your immediate supervisor)

Person Making Request: _____ Title: _____

Date of Request: _____ Date of Presentation: _____

Speaker's Name: _____

Speaker's Affiliation: _____

Intended audience of presentation: _____

Name of Class Subject: _____

Has a legitimate and reasonable connection between the adopted curriculum and the guest's presentation been established?

Yes: _____ No: _____

Explain: _____

How did you learn of this speaker's availability? _____

A signed *Agreement and Guidelines for Guest Speakers* form is attached.

Yes: _____ No: _____

If no, explain: _____

Person completing form will need to initial verifying that they have reviewed the *Guidelines for Inviting Guest Speakers* form.

Initial here: _____

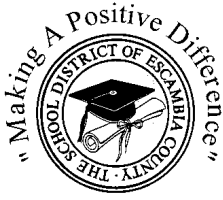
- DO NOT COMPLETE THIS SECTION; TO BE COMPLETED BY SCHOOL ADMINISTRATOR -

Request has been () Approved () Disapproved

School Name: _____

Administrator's Signature

Date: _____



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AGREEMENT AND GUIDELINES FOR GUEST SPEAKERS

The learning environment of schools and classrooms should be maintained and care must be exercised to respect the diverse views and values of all students. The speaker and the school representative agree to the following terms and conditions for speaking in Escambia County public schools.

- A legitimate and reasonable connection between the adopted curriculum and the guest's presentation must be established.
- With the exception of school sponsored fund raising events, promotion of a business, distribution of advertising or collection of students' names, addresses and/or phone numbers is prohibited.
- The religious viewpoint of all students must be respected. Advocating a particular political or religious viewpoint or alternative lifestyle is not permitted.
- Materials/presentations must be free of racial, cultural, ethnic, and religious bias. Judgmental beliefs should not be expressed.
- Information presented must be accurate.
- Appropriate attire, language, and behavior are required.
- School officials have the right and the responsibility to interrupt the presentation with a warning and/or to stop the presentation for any violation of this agreement.
- The guest speaker must read & sign the *Agreement and Guidelines for Guest Speakers* form.
- Other provisions: _____

Print Name of Guest Speaker

Print Name of School Representative

Guest Speaker's Signature

School Representative's Signature

Date: _____

Date: _____