



**WAKE COUNTY
PUBLIC SCHOOL SYSTEM**

**REQUEST FOR PRIOR APPROVAL
FOR GUEST SPEAKER**

The teacher requesting participation of a guest speaker must complete this form and the Agreement and Guidelines for Guest Speakers form and submit both to the principal at least 5 days prior to the visit by the guest speaker.

Teacher: _____ Date of Request _____

Class(es): _____ Grade(s) _____

Scheduled Date for Speaker: _____ Periods (s): _____

Names of Speaker(s): _____

Organization Represented (where applicable): _____

Topic of Speaker: _____

Qualification of Speaker to address this topic: _____

How does this topic specifically support your curriculum: _____

_____ Prior Approval Granted
_____ Prior Approval Denied

Principal or Designee's Signature/ Date



AGREEMENT AND GUIDELINES FOR GUEST SPEAKERS

In order to maintain a clear focus on our core business – teaching and learning, the 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 or district representative agree to the following terms and conditions for speaking to students.

WCPSS:

1. A legitimate and reasonable connection between the adopted curriculum and the guest's presentation must be documented on the Request for Prior Approval for a Guest Speaker. In addition, the presentation must be appropriate to the age and maturity level of the student audience.
2. With the exception of school-sponsored fund-raising events, promotion of a business, distribution of advertising, or collection of students' names, addresses, or phone numbers is not permitted.
3. The role of any speaker is education and explanation. Materials and presentations must not denigrate any culture, race, gender, national origin, or religion. Also, while factual information on politics, religion, culture, or ethnicity may be presented, proselytizing is not permitted.
4. Information presented must be accurate and factual.
5. Appropriate attire, language, and behavior are required.
6. 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.
7. Other:

I have read these guidelines and agree to abide by them:

Guest Speaker's Signature

District/School Representative's Signature

Date

Date