

**EDUCATIONAL PROGRAM
SERIES 600**

602.10

**TITLE: USE OF OUTSIDE OR COMMUNITY SPEAKERS/PRESENTATIONS IN
THE CLASSROOM**

It is the policy of the Wilder School District that the use of outside/community speakers will be encouraged when such use is based on appropriateness and prior approval of the building principal.

Administrative Procedures

1. Selection of speakers/presentations and topics should be appropriate to the age and grade level of the students.
2. Selection of speakers/presentations and topics should be congruent with the curriculum of the course.
3. Prior approval of the building principal is required before any outside or community speaker/presentation is scheduled for Wilder students. It will be the responsibility of the principal to ensure that all presentations are well-planned and in accordance with school and district policy.
4. It will be the responsibility of the teacher who has scheduled the visitation of any outside or community guest to determine if special arrangements need to be made to accommodate any disabilities or other requirements the speaker may have.
5. When the speaker arrives at the school, he/she must notify the school office.
6. Structure/procedures that guarantee minimal disruption to the normal flow of school operation should be observed as much as possible.
7. Teachers should ensure that the presentation and any subsequent follow-up activity is consistent with building and district approved programs and policies.
8. When using an outside speaker, primary responsibility for the instruction and supervision of students is retained by the teacher who has scheduled the speaker/presentation.
9. In the event an outside/community speaker is denied access to the classroom, those requesting the speaker may, under the supervision of a teacher, request a meeting be held between the principal and the superintendent (or his/her designee) with the purpose of resolving the conflict resulting in the denial of access. The meeting shall be held no later than five (5) working days from the date of the request for the meeting.

Adopted: June 10, 1993