

### **VISITORS AND GUEST SPEAKERS TO THE SCHOOLS**

The Board and staff of the school district, welcome members of the community, and other interested persons to visit the district schools. The board also recognizes that guest speakers with demonstrated expertise in areas of interest to the school district and its students may enrich the student's educational experiences. School improvement often comes from suggestions originating in such visits.

The superintendent will encourage visitors to observe our schools; provide for appropriate hospitality for visitors, channel expressions of approval as well as constructive criticism to the board, and ensure that such visits will enhance the effect of the educational program.

All visitors must report to the school office and receive the principal's permission to be on school grounds. Any request to be on school property for any purpose deemed by the school principal or his/her designee to be disruptive of the educational process will be denied permission.

If a visitor refuses to leave the school grounds, creates any disturbance, or attempts to disrupt the educational process, the principal is directed to request aid from local law enforcement.

Employees who desire to invite a guest speaker to address an assembly, class, or activity must:

1. Research the guest speaker, have a clear understanding of the guest speaker's purpose and message, and determine that the speaker's message complies with the school district's policies and values.
2. Complete the guest speaker request form (KK-E-1) and submit it to the building principal or superintendent at least 7 days before the proposed appearance.
3. Prepare students in advance for the experience.
4. Remain with the speaker and students to facilitate and monitor the discussion.
5. Provide appropriate follow-up activities and education.

The inviting employee or administrator may interrupt or stop the presentation if it violates this or any other school policy.