

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-12
Subject: GUEST SPEAKERS	Issued: 7/1/80
Preparing Office: Office of the Superintendent	Amended: 6/21/21

I. Policy 432

To support the aspirational goals and priorities of the Board of Education (Board) and to equip each and every student to be an empowered learner and an engaged citizen, the Board supports the use of guest speakers as a resource to promote instruction that fosters inquiry, creative thinking, complex problem solving, and collaboration. This regulation outlines criteria for selecting guest speakers.

II. Definitions

- A. **FCPS Staff:** "Staff" includes all adults working for or with FCPS who are formally or informally authorized to use FCPS facilities. This includes full-time FCPS employees, part-time FCPS employees, and FCPS volunteers, interns, School Resource Officers and health room technicians/nurses. (Cross reference FCPS Reg. 300-45)
- B. **FCPS System or School Sponsored Organizations:** Any organization that is sponsored directly or indirectly by FCPS or an individual school including: PTSAs, Booster Organizations, Extra-Curricular Clubs supervised by FCPS "staff".
- C. **FCPS Partners:** Organizations that have formalized, written and signed FCPS Partnership Agreements developed with FCPS or FCPS schools. FCPS Partnership Agreements specify mutually beneficial objectives identified by FCPS and partners. FCPS Partnership Agreements necessarily, and by design and definition, support FCPS's educational mission. (Cross reference Board Policy 513)
- D. **Non-FCPS Organizations/Individuals:** All others not listed in the above definitions.

III. Procedures

A. Internally Initiated Guest Speaker Requests

"Staff" planning to invite guest speakers for classroom and school presentations shall secure approval from the principal prior to issuing the invitation. A completed FCPS Guest Speaker Approval Application (Exhibit 1) is required for all speakers with the exception of guest speakers who are FCPS "staff" as defined in Section II.A.

B. Externally Initiated Guest Speaker Requests - FCPS System or School Sponsored Organizations and FCPS Partners

- 1. Building-level administrators may approve requests from FCPS System or School Sponsored Organizations and FCPS Partners to speak in schools during the normal school day.

2. Authorized representatives of the above-specified organizations may send a complete FCPS Guest Speaker Approval Application (Exhibit 1) directly to school administrators by mail or email. Contact information for school administrators is on the FCPS website.
3. Pending the approval of building-level administrators, requests from the above-specified organizations may be scheduled directly with individual schools at any time during the school year.
4. If the above-specified organizations seek to speak at multiple schools, requests may be submitted in PDF format to community.materials@fcps.org for approval. The Public Affairs Department will contact the relevant Director and Curriculum Specialist for consultation during the approval process, and maintain records of approved speakers. If approval is granted, these organizations may reach out to individual schools to arrange a presentation. Approval in no way obligates any FCPS school or official to provide time or the opportunity for the presentation.

C. Externally Initiated Guest Speaker Requests - Non-FCPS Organizations/Individuals

All other requests may be submitted using the FCPS Guest Speaker Form and sent to community.materials@fcps.org for approval. The Public Affairs Department will contact the relevant Director and Curriculum Specialist for consultation during the approval process, and maintain records of approved speakers. If approval is granted these organizations may reach out to individual schools to arrange a presentation. Approval in no way obligates any FCPS school or official to provide time an opportunity for the presentation.

D. Relevant Cross-References That May Apply

1. Voter registration drives and political activities are governed by Board Policy 314 *Political Activity*.
2. Video or media coverage is at the sole discretion of FCPS and must be pre-approved by the building principal.
3. If presentations by guest speakers involve potentially controversial topics or use of historical artifacts, Board Policy 516 and FCPS Regulation 500-40 *Teaching of Potentially Controversial Issues/Use of Historical Artifacts* and FCPS Regulation 200-47 *Antique Weapons – Historical Demonstrations and Classroom Presentations* are provided as reference for compliance.

Approved:

original signed by

Theresa R. Alban
Superintendent

Exhibit 1

Frederick County Public Schools Guest Speaker Approval Application

Board Policy 432 and FCPS Regulation 300-12

The Board of Education supports the use of guest speakers in the schools for curriculum enrichment. Presentations by guest speakers may be used to supplement the curriculum materials to help achieve the goals and objectives expressed in the curriculum guidelines and courses of study.

Please complete and submit the Guest Speaker Approval Application at least two weeks prior to the scheduled date of the guest speaker.

Staff Making Request

Last Name:

First Name:

Proposed Date

MM/DD/YYYY

Proposed Time(s)

Location of Presentation

If the guest speaker is visiting a course, complete Part A. If the guest speaker is visiting for another reason, complete Part B.

Part A

List the course(s) where the speaker will present:

How does the guest speaker supplement the curriculum?

Part B

Other school-based presentations:

How does the guest speaker support the school's mission and/or School Improvement Plan?

Name of Guest Speaker

Last Name:

First Name:

Guest Speaker Title

Guest Speaker Organization

Guest Speaker Contact Information

Address:

Phone Number:

Topic of Presentation

APPROVED:

BY: _____

DATE: _____