A.   **Purpose**

To establish procedures for the application, selection, and approval process of guest speakers.

B.   **Background**

1. To support the goals and priorities of the Board of Education (Board) set forth in Board Policy 432, *Guest Speakers*, and to equip each and every student to be an empowered learner and an engaged citizen, Frederick County Public Schools (FCPS) supports the use of guest speakers as a resource to promote instruction that fosters inquiry, creative thinking, complex problem solving, and collaboration.

2. Guest speakers in FCPS schools contribute to 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.

C.   **Definitions**

1. "FCPS Staff" or "Staff" is defined to mean 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 interns, School Resource Officers and health room technicians/nurses.

2. "FCPS System or School Sponsored Organizations" is defined to mean any organization that is sponsored directly or indirectly by FCPS, including its associated labor organizations, or an individual school, including extra-curricular clubs supervised by FCPS staff.

3. "FCPS Partners" is defined to mean 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.

D.   **Procedures**

1. A school principal or other building level administrator must approve an invitation prior to its issuance to a guest speaker.

2. Central Office Staff and Administrators are authorized to request materials to be used by a guest speaker in advance of a guest speaker's appearance.

3. **FCPS Staff Initiated Guest Speaker Requests**
   a. FCPS staff planning to invite guest speakers for classroom and school presentations shall secure approval from the principal/designee prior to issuing the invitation.
   b. A completed FCPS Guest Speaker Approval Application Form is required for all speakers with the exception of guest speakers who are FCPS staff.

4. **Externally Initiated Guest Speaker Requests - FCPS System or School Sponsored Organizations and FCPS Partners**
   a. Building-level administrators may approve requests from FCPS System or School Sponsored Organizations, including its associated labor organizations, and FCPS Partners to speak in schools during the normal school day.
   b. Authorized representatives of the above-specified organizations may send a completed FCPS Guest Speaker Approval Application Form directly to school administrators by mail or email. Contact information for school administrators is on the FCPS Schools Directory website.
   c. 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.
   d. 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.
      i. The Public Affairs Department will contact the relevant Director and Curriculum Specialist for consultation during the approval process, and maintain records of approved speakers.
      ii. If approval is granted, these organizations may reach out to individual schools to arrange a presentation.
      iii. Approval in no way obligates any FCPS school or official to provide the time or the opportunity for the presentation.

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

6. Voter registration drives and political activities are governed by Board Policy 314, *Political Activity*.

7. Video or media coverage is at the sole discretion of FCPS and must be pre-approved by the building principal.

8. 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.

9. If presentations by guest speakers involve the use of digital technology, then FCPS Regulation 301-03, *Technology Use, Staff*, is provided as reference for compliance.

E.   Related Information

1. **Board Policy**
   a. Policy 314, *Political Activity*
   b. Policy 432, *Guest Speakers*
   c. Policy 513, *Distribution of Informational Materials*
   d. Policy 516, *Teaching of Potentially Controversial Issues/Use of Historical Artifacts*

2. **FCPS Regulations**
   a. Regulation 200-47, *Antique Weapons – Historical Demonstrations and Classroom Presentations*
   b. Regulation 301-03, *Technology Use, Staff*
   c. Regulation 500-40, *Teaching of Potentially Controversial Issues/Use of Historical Artifacts*

3. **FCPS Resources**
   a. FCPS Guest Speaker Approval Application Form
   b. FCPS Schools Directory Website

F.   Regulation History (Maintained by Legal Services)

Responsible Office	Curriculum, Instruction, and Innovation; Public Affairs
Adoption Dates	07/01/80
Review Dates	06/21/21
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