Golden West High School Guest Speaker Protocol

1. Make sure the purpose of the guest speaker fits into the curriculum of your class and helps to achieve state standards.
2. Fill out notification of guest speaker form and turn into AP Curriculum and Instruction for approval at least 2 weeks before your guest speaker is scheduled to arrive.
3. Give notification to parents two weeks in advance of guest speaker arriving. Giving parents the name, reason and purpose of the guest speaker. (BP 5145.6)
4. Be advised that if the guest speaker is presenting a controversial issue to remember the following board policy.

   Teachers sponsoring guest speakers shall either ask them not to use their position or influence on students to forward their own religious, political, economic or social views or shall take active steps to neutralize whatever bias has been presented. (BP 6144)

Thank you for following these steps and bringing in additional sources from our community to help our students.

Notification of Guest Speaker/Visitor Form

Teacher: __________________________________________

Class: __________________________________________

Periods: _________________________________________

Date speaker is coming: ____________________________

Name of Speaker: _________________________________  Organization _______________________

Name of Speaker: _________________________________  Organization _______________________

Topic: __________________________________________

How does this fit into curriculum: ____________________

________________________________________________

For Office use only

Date submitted: _________________________________

Date approved: _________________________________

Administrator approved: _________________________