I. The following procedures shall be followed when guest speakers are invited to address students. **The teacher must remain in the classroom during the entire presentation of the guest speaker.** All Guest Speakers must be approved online through the Office of Community Involvement (OCI).

Note: There are many topics which must also go through the Health and Safety Curriculum Committee screening process.

II. Prior to the presentation, the teacher will:

A. Review the speaker’s qualifications and determine that the speaker’s material aligns to Sarasota County Curriculum.

B. Receive approval from the school’s administration using the "Guest Speaker Approval" form. If the speaker is presenting on a potentially controversial topic, the Principal must receive pre-approval from the appropriate Executive Director.

C. Meet with the speaker to review and sign the "Guest Speaker Approval" form.

D. Develop a process for obtaining feedback from students regarding the guest speaker’s presentation.

III. Parent/guardians who question the appropriateness of the qualifications of a guest speaker and/or the content of the presentation may register their concern with the school administrator.

A. If the parent’s/guardian’s concern is not resolved, the principal or designee will convene a review committee with parent and faculty representation.

B. The parent/guardian will submit the complaint in writing to the review committee. The committee will review the written complaint and provide a written response.

C. If the complainant disagrees with the recommended resolution, the written complaint and school review committee response shall be submitted to the appropriate Executive Director. The Executive Director will convene a district level review committee and provide a written response to the complainant.
D. If the complainant is not satisfied with the decision of the district review committee, a final appeal may be submitted to the Superintendent. The Superintendent shall render the final decision on the complainant’s concern.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED: 1001.43, F.S.

HISTORY: ADOPTED: 01/18/05

REVISION DATE(S): 08/06/19

FORMERLY:

NOTES: