

**CULVER CITY HIGH SCHOOL
GUEST SPEAKER REQUEST**

Name of Teacher Requesting: _____ Date: _____

Name of Guest Speaker: _____ Date of visit: _____

Subject of Talk: _____ Period(s): _____

1. Guest speakers are invited on campus whenever the qualifications of the speaker can enhance the educational unit under study.
2. The teacher is responsible to make the guest speaker aware that their position, like that of the teacher, is to inform, not indoctrinate.
3. Opposing viewpoints are to be allowed equal time when the subject is controversial. To encourage critical thinking on the part of the students, ample time should be allowed for evaluation.
4. Direction for the content of the presentation will be given to the guest speaker at the time arrangements are made for him/her to speak on campus.
5. Evaluation of the content to be presented will be reviewed by the instructor prior to the presentation.
6. The instructor will determine if the presentation shall be taped. When controversy exists, the instructor will always tape the presentation. The tape will be turned in to the principal.
7. The instructor is responsible to redirect the guest speaker back to the subject when he/she wanders from the intended purpose of the visit. Care should be taken to keep personalities out of the discussion. Extemporaneous discussion concerning personalities will be directed toward a positive result or stopped by the instructor.
8. Speakers who create a turbulence as a result of their presentation will not be invited back until all issues have been cleared and it is determined that the presentation by the guest speaker was appropriate.

Teacher's signature indicates that he/she has read the above materials and has, or shall fulfill the intent of the dialogue.

Instructor Signature

Signatures of Approval:

Department Chairperson Date

Principal Date