

Annunciation Catholic School Outside Speaker Policy

- Outside speaker means any speaker that isn't a student, faculty member, or clergy, but excludes parent volunteers whose principle activity isn't instruction (e.g., mystery reader).
- Faculty must submit to the principal for approval a brief form describing the outside speaker, organizational affiliation, topic, student audience, instructional purpose, communication, reason for using outside speaker vs. internal resources, etc.
- With respect to sensitive or political subjects or at the request of the principal, at least one week advance notice must be given to relevant parents with instructions for opting out their child of being present for the speaker. Sensitive and political subjects could be defined as a list of topics (e.g., sex education), but also any topic reasonably believed by the principal to potentially generate controversy among Annunciation Catholic School (ACS) students or parents.
- Outside speakers must abide by ACS visitation and other policies while on campus and must undergo VIRTUS background checks and training. Exceptions can be made for specialty speakers such as a visit by a police officer and only with prior approval by the principal. Outside speakers must limit their presentation to the topics described in the approval form but may answer any audience questions. With respect to sensitive or political topics, outside speakers are encouraged to limit their presentations and responses to objective facts and recommend that students discuss the topic with their parents.
- Faculty member must be present in classroom during the outside speaker's presentation and Q&A time.