

TJHSST HS Club/Extracurricular Activity Guest Speaker Approval Form

Sponsor _____

Date Submitted: ____/____/____

Club/Activity/Group requesting: _____

Name of Speaker(s): _____

Proposed Date for Speaker Visit and Duration of Speech (2 weeks advance notice): ____/____/____

Brief Biography: How/Why is this speaker qualified to speak to our students? What organizations are he/she a member of and/or affiliated with? Has he or she presented to high school students previously?

Message/Purpose/Materials (*please be specific*):

Social Media Accounts on Facebook, Twitter, etc. (please list): _____

According to TJHSST guidelines, the following factors are taken into consideration when considering approval:

- a. The educational value of the proposed program or address.
- b. Appropriate to the age and maturity level of the students.
- c. If the proposed speech meets FCPS regulations, especially FCPS Regulation 3280.4.

_____ For DSA Use Only _____

Approved _____ Not Approved _____

Parental approval form needed (Y/N) _____

Signature of Director of Student Activities: _____

Signature of Principal: _____

Expectations and Policies Regarding Clubs and Guest Speakers

All club activities and invited speakers must adhere to FCPS regulations; including Regulation 3280.4 *Controversial Issues* (go to <http://www.boarddocs.com/vsba/fairfax/Board.nsf/goto?open&id=867SLM2A919B>). All club activities are also bound by FCPS *Student Rights and Responsibilities*. To ensure compliance, all potential speakers must be initially vetted by club sponsors and the DSA by completing and submitting the attached **Club/Extracurricular Activity Guest Speaker Approval Form** that must be approved before an invitation is made. All invitations to speak will be made by club sponsors and must adhere to the parameters presented in the speaker request form.

Once a speaker is approved by the DSA and the school principal, a date for the speaker's visit will be set. Each club will decide whether to promote the visit or not and whether to move it to a larger venue. If it is decided to keep the speaker's visit in their normally scheduled meeting venue, then the number of participating students and staff--in addition to their sponsor or sponsors--must be capped to respect the fire code. Regular club members (those that attend meetings on a routine basis) will be given first priority if space is an issue. It is also expected that all participating students are there to learn about the club and/or issues pertinent to the club and not to disrupt the operation of the club according to FCPS *Student Rights and Responsibilities*. It is the responsibility of the club sponsor and the Director of Student Activities (as needed) to ensure that the invited speaker does not deviate from the pre-approved message and/or materials articulated on the **Club/Extracurricular Activity Guest Speaker Approval Form**.

PROCESS FOR BRINGING IN GUEST SPEAKERS

ALL OUTSIDE SPEAKERS MUST BE APPROVED IN ADVANCE BY THE DSA. Please get a request form from the 8th period office (room 106).

For SPEAKERS ON CONTROVERSIAL ISSUES [From: Regulation 3280.2]

Purpose

To provide guidelines for principals, other administrators, teachers, and students in dealing with controversial issues in ways that develop critical-thinking skills and reflect sensitivity to the emotions often engendered by such issues.

Definition

- A. Issue: An issue is controversial when there are substantial differences of opinion about it on the local, national, or international level and when these differences of opinion are accompanied by intense feelings and strong emotions on the part of individuals or groups.
- B. Whenever there is doubt about the controversial nature of any particular topic, teachers, students, or student groups should consult with the principal to determine the degree of sensitivity of the school community regarding the issue.

Speakers on Controversial Issues

- A. All invitations to guest speakers on controversial issues must be approved by the principal. The teacher, student, or student group desiring to invite a guest speaker must outline for the principal the following:
 - 1. The expected contribution of the speaker to Program of Studies objectives.
 - 2. Plans for preliminary and follow-up discussions and activities designed to help students put the speaker's view into context and perspective.
 - 3. Provisions for fair treatment of the views of the speaker and of differing opinions.
 - 4. The intended audience.
- B. Teachers should consult with the principal as to the advisability of informing parents about the controversial speaker.
- C. Students from other classes who have not been involved in preparatory activities should not attend the presentation. Any exception needs the principal's approval.
- D. When a guest speaker is scheduled for a presentation other than in a regular class setting, the principal will determine the appropriateness of the proposed forum for that presentation.
- E. Candidates for political office or their representatives may be scheduled as guest speakers in keeping with the above guidelines.

For ALL OTHER SPEAKERS:

- A. The teacher or club sponsor must be present at all times when any guest (including parents) is on campus and working with or speaking to students.
- B. For 8th period activities only: Club sponsors should get approval from the DSA in advance when a speaker is scheduled in an 8th period activity. Form is available in room 106. The DSA will notify the Principal.
- C. For guest speakers during instructional time: Teachers will notify their Division Manager in advance when a speaker is schedule to be in their classroom. The Division Manager will notify the Principal.