

**Episcopal School of Baton Rouge**  
**Policy on Visiting Speaker, Classroom Guest, Co-curricular Activity Speaker, Club Speaker, Athletic Speaker, Parent Guild, Squires, Any Non-Employee-Led Organization Related to the School, and Any Other Guest Speaking with Students or Employees**

According to the Episcopal School of Baton Rouge Mission & Ministry, the following factors are taken into consideration when considering approval:

- a. Competency of the proposed speaker to address the proposed subject, including the speaker's experience, training, expertise, and emotional intelligence.
- b. The educational value of the proposed program or address.
- c. Whether the proposed presentation, in the context of the Teacher's (including Club Advisor), Faculty Member's, Coach's, Staff Member's, Employee's, Parent Guild's, Squires', or Non-Employee's overall instructional program, is consistent with the school's Mission & Ministry, and is related to and consistent with the curriculum for the class.
- d. Follows guidelines of Safeguarding God's Children and Safeguarding God's People.
- e. Appropriate to the age and maturity level of the students.
- f. Is mission appropriate and is a fair and balanced academic presentation of various points of view consistent with accepted standards of professional responsibility, rather than advocacy, personal opinion, bias or partisanship.
- g. Does not solicit or take contributions of any type without permission of Head of School. (If there is a speaker fee, the payment will be arranged ahead of time through the Business Office simultaneous with the approval of the speaker.)

Procedure:

1. Teacher (including Club Advisor), Faculty Member, Coach, Staff Member, Employee, Parent Guild Member, Squires Member, or Non-Employee (the "Applicant") desiring approval of a speaker completes the Approval Form for the Policy on Visiting Speaker, Classroom Guest, Co-curricular Activity Speaker, Club Speaker, Athletic Speaker, Parent Guild, Squires, Any Non-Employee-Led Organization Related to the School, and Any Other Guest Speaking with Students or Employees.
2. In order to leave the flexibility to address any concerns, the Applicant does not allow students to expect that this speaker will definitely be visiting until the Division Head has granted their approval.
3. The Applicant's Department Chair reviews the Approval Form and indicates its recommendation for the speaker to be approved by the Division Head.
4. The Division Head must provide approval for the speaker. (The Division Head needs to have at least 15 school days to review the Approval Form before the speaker is scheduled to visit Episcopal).
5. The Division Head may require parents to be notified ahead of time about any sensitive topics to be addressed and to provide students the opportunity to opt out if necessary.
6. If approved by Division Head, the Applicant must follow the Responsibility of the Teacher (including Club Advisor), Faculty Member, Coach, Staff Member, Employee, Parent Guild Member, Squires Member, or Non-Employee guidelines.

RESPONSIBILITY OF EPISCOPAL Teacher (including Club Advisor), Faculty Member, Coach, Staff Member, Employee, Parent Guild Member, Squires Member, or Non-Employee :

The following guidelines indicate the responsibilities of Applicants pertaining to guest speakers for staff and students:

1. The Applicant\* should have knowledge of the topic to be presented.
2. The Applicant Responsible for the Speaker will ensure that the speaker remains mission and lesson-appropriate to the topic with their words and actions. If a problem arises the Applicant Responsible for the Speaker will take action to steer the presentation to the agreed upon topic if there is a minor problem or end the presentation if necessary and escort the speaker to another area. Applicant Responsible for the Speaker will also immediately communicate the situation to the Division Head.
3. The Applicant should have knowledge of the speaker's qualifications and background.
4. The speaker's presentation will provide a fair representation of the topic and will be germane to the subject and field being studied in the class.
5. The speaker will be reminded of Episcopal School's Mission & Ministry.
6. Prior to the speaker's presentation, students should be given information that will make the speaker's presentation meaningful and will provide preparation for respectful involvement with the speaker activity.
7. The speaker's program should allow time for students and/or faculty and Applicant Responsible for the Speaker to raise challenging questions or offer countering viewpoints.
8. The speaker should be required to confine his/her remarks to the subject upon which he/she is asked to speak.
9. The speaker's philosophy, ideas, statistics, or facts will be respectfully reviewed as they are presented and questioned as appropriate by the students.
10. The Applicant will require the speaker to check in as a visitor upon arrival. The Applicant Responsible for the Speaker will remain with the speaker and students during the presentation to facilitate and monitor the activity and communication with student and faculty in accordance with the guidelines of Protecting God's Children and Protecting God's People.
11. The Applicant will provide a brief summary of the speaker event to the Department Chair and Division Head. In particular, any irregularity or outstanding situation concerning the speaker or the students will be reported immediately to the Division Head.

\* "The Applicant is:" Teacher (Including Club Advisor), Faculty Member, Coach, Staff Member, Employee, Parent Guild Member, Squires Member, or Non-Employee.

*Episcopal School of Baton Rouge*

**REQUEST FORM FOR APPROVAL OF**

**Policy on Visiting Speaker, Classroom Guest, Co-curricular Activity Speaker, Club Speaker, Athletic Speaker, Parent Guild Speaker, Squires Speaker, Any Non-Employee-Led Organization Related to the School, and Any Other Guest Speaking with Students or Employees**

Name of Teacher (Including Club Advisor), Faculty Member, Coach, Staff Member, Employee, Parent Guild Member, Squires Member, or Non-Employee \_\_\_\_\_  
*Date Submitted* \_\_\_\_\_

\*Name of Designated Teacher (Including Club Advisor), Faculty Member, Coach, Staff Member, Employee, Parent Guild Member, Squires Member, or Non-Employee *Responsible for the Speaker*

Subject or Activity Name \_\_\_\_\_

Name of Speaker/s \_\_\_\_\_

Date and Period (or Time) for Speaker \_\_\_\_\_

Name of Speaker(s) \_\_\_\_\_

Organization/Affiliation \_\_\_\_\_

Qualifications of Speaker(s) \_\_\_\_\_

Description of Organization/Affiliation \_\_\_\_\_

Message/Purpose/Materials/Activities \_\_\_\_\_

Curricular goal(s) addressed: \_\_\_\_\_

*Describe potential concerns that may arise from the speaker or the content of their presentation.*

If there is a speaker fee or costs associate with the speaker, how much is it and who is the recipient of the fee? \_\_\_\_\_

*Who or what department at Episcopal is responsible for payment?* \_\_\_\_\_

**Department Chair**

Recommends Speaker for Division Head Review (initial) \_\_\_\_\_

Potential Concerns: \_\_\_\_\_

**Division Head** (Please use initials to make selection and to serve digital approval.)

\_\_\_\_ Approved Speaker \_\_\_\_\_ Date

\_\_\_\_ Not Approved Speaker \_\_\_\_\_ Date

Parental Approval Form needed \_\_\_\_\_