

**I. Application for Approval for Guest Speakers in Allegany County Public Schools (ACPS)**

- A. Staff members must submit an ACPS Guest Speaker Approval Application form to the principal at least two weeks prior to the event.
- B. School administration shall review the speaker's background, expertise, and educational value of the topic.
- C. The topic must align with the established school curriculum standards, school's mission, and/or the school's improvement plan.
- D. If a topic is considered controversial, procedures may require presenting opposing views or allowing alternative assignments for students.
- E. Speakers must abide by ACPS policies, which include not collecting student data, and adhering to school visitor registration procedures.

**II. Implementation**

- A. Approved guest speakers will not be alone with students. A teacher must remain in the room, auditorium, and/or assembly at all times.
- B. Approved guest speakers may be invited to speak to students, parents, and/or community members to supplement the educational program or as part of a school-sponsored event or activity.
- C. Approved guest speakers who are invited to speak must do so in compliance with established procedures and scheduling timelines.
- D. All speeches, presentations, or consultations provided by guest speakers must be reviewed by administration/staff and be related to the particular occasion or event being observed, or to the curriculum, although not necessarily to topics currently being studied.
- E. All curricular activities, including programs involving guest speakers must be planned with consideration for the following:
  - i. Specific education goals
  - ii. The maturity level of students
  - iii. The health, welfare, and safety of all persons within the school.

| <b>Board Reviewed</b> | <b>Superintendent Approved</b> |
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| 05/12/2026            | 05/12/2026                     |