

Guest Speaker Guidelines for Teachers 2008-09

Do's

- √ Check to make sure the speaker has been approved by referring to the latest version of the Health Education Teacher Resource Guide located on the health education website at: <http://www.bvsd.org/HealthEd> . Speakers who have not completed the application process and who have not been approved should *not* be utilized until they are approved by the Health Education Advisory Committee.
- √ If the speaker you want for your classroom is not in the guide, ask him/her to contact Katy Fleming at katy.fleming@bvsd.org or at 303-245-5848 for a speaker application.
- √ Make sure that the material you are covering is in the health curriculum and that the speaker is clear about his/her role in helping to address the performance indicators.
- √ Follow Health Exemption Policy IGAE and IGAI-R. At the beginning of the semester, inform parents in writing of the topics to be covered in the class, and provide them with the district form which allows them to opt students out of any portion of the class for religious or closely held personal beliefs. Remind your principal that this must be sent in the mail, not provided to parents through the students. Provide an appropriate alternate activity for any student opting out of this unit. If you do not have a copy, you can find the alternative assignments on the Health Education website at: www.bvsd.org/healthded.
- √ Make sure your administrator knows when you will be having a guest speaker. Keep your administrator informed of who is coming, when they are coming, and what topic they will be covering.
- √ Talk with the guest speaker before (s)he arrives. Confirm the date and topic, and make sure the speaker understands his/her role and what you expect her/him to talk about. Let him/her know what you will have already discussed on the topic before the presentation and how you plan to follow up after the presentation. Remind speakers to review the "Requirements and Guidelines for Classroom Speakers and Community Resources" on the health education website or they can contact Katy for a copy of the guidelines.
- √ **Be present in your classroom for the entire presentation.**
- √ Retain control of the classroom. You are responsible for discipline and classroom management. If the speaker strays from the agreed topic or becomes inappropriate in what (s)he is presenting, for example, using inappropriate language, giving incorrect information, talking about personal sexual experience or expressing personal/political opinions rather than facts, do not hesitate to redirect the presentation.
- √ Create the anticipatory set in your class before the speaker comes. During the talk, allow students opportunities to express their thoughts and opinions, if there is time, but do not allow them to be disrespectful towards the speaker. You are the one to set the tone in the classroom. Allow time later in the unit to discuss the presentation.

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Don'ts

- √ Don't have a sub on the day of the presentation.
- √ Don't force a student to participate if (s)he strongly objects to a guest speaker.
- √ Don't allow speakers to get on a personal soap box.
- √ Don't forget to keep your administrator informed, especially if any problems develop.

information updated 4.30.08