

## **Policy 4060: Outside Speakers Sponsored by School-Affiliated Organizations (Chappaqua PTA, Greeley Sports Boosters, Friends of Greeley Theater)**

It is the policy of Chappaqua Central School District to ensure that all speakers and presentations made by individuals to children are consistent with the [District's Educational Philosophy](#).

Outside speakers may only be considered by the administration from the three school-affiliated organizations. To maintain the safety, security, and educational integrity of our schools, all outside speakers who will be presenting to children on school district property must be approved in advance by the building principal.

### **Approval of Outside Speakers**

a. Any school affiliated organization seeking to sponsor a guest speaker to address students within the District's schools must submit a formal request to the respective building principal at least 45 days in advance of the proposed event, including:

- The sponsoring organization.
- The speaker's name, credentials, and contact information.
- The topic and purpose of the presentation.
- The intended audience (e.g., grade level, etc.).
- A brief outline of the content or activity to be presented.
- K-12 public school references, preferably in New York State.

b. The building principal will review speaker requests within five (5) school days of receipt of the same and may consult with relevant district personnel, as needed, to determine the appropriateness and educational value of the proposed presentation.

c. The building principal will communicate the decision regarding approval or disapproval to the requesting organization. If approved, the principal will coordinate the logistics and scheduling of the presentation.

d. The building principal has the authority to restrict or disallow an outside speaker or presentation that does not align with the [District's Educational Philosophy](#), as well as any applicable laws and policies. The District has a right to end the speaking engagement should the speaker present information outside of the subject area about which they were invited to speak.

e. In cases where a request for an outside speaker is denied, the building principal will communicate the decision and rationale to the requesting organization within five (5) school days.

### **Inspection of Materials**

a. All materials to be used during an approved presentation, including handouts, slides, audiovisual aids, and any other resources, must be submitted to the building principal five (5) days in advance of the event.

b. The building principal, in consultation with appropriate district personnel, will inspect the materials to ensure that they align with the [District's Educational Philosophy](#) and do not promote any content that is discriminatory or inappropriate.

c. Materials that are deemed unsuitable will not be permitted for use during the presentation. Upon request, the building principal will provide clear reasons for such decisions to the requesting organization.

D. The District has the right and responsibility to end the speaking engagement should the materials presented not be authorized by the District.

This policy ensures that the educational environment within Chappaqua Central School District is protected from potentially inappropriate, disruptive, or harmful external influences while preserving the principles of free speech and academic exploration. All stakeholders are expected to comply with this policy to maintain the safety and educational quality of our schools.

This policy shall be reviewed and updated as needed to remain consistent with applicable laws, regulations, and the district's evolving educational objectives.