



Superintendent's Circular

School Year 2011-2012

NUMBER:
SUP-7

DATE:
September 1, 2011

NON-SCHOOL PERSONNEL ADDRESSING STUDENTS IN SCHOOL BUILDINGS AND CLASSROOMS

Traditionally, students in the Boston Public Schools have benefited from individuals of the business, cultural, educational and social service agencies and other organizations who have come into the schools on a one-time basis to share their knowledge, skills and technical assistance.

Instructional and counseling programs can be supplemented and enriched by the use of such one-time speakers, performers and recognized specialists from outside agencies and organizations. The policy was adopted by the School Committee on March 12, 1985.

The Superintendent designates Headmasters and Principals as his agents in authorizing non-school personnel to come into schools. They are given the authority and responsibility at the school level to exercise their professional judgment in selecting and/or authorizing individuals to address students in their schools. Headmasters/ Principals must adhere to the following guidelines when exercising this authority:

1. Ensure that all teachers obtain prior written approval from the Headmasters/ Principals before inviting non-school personnel to address students. The teachers must submit a Non-School Personnel Request Form to the Headmaster/Principal. A copy of this form is attached to this memorandum. These forms must be kept on file in the school office.

Requests do not have to be made for individuals who are working in the schools in an official and ongoing basis established through formal partnership or contractual arrangement with the schools (for example: Boston Partners in Education, tutors, college/university student teachers/interns, business and cultural agency personnel working on special collaborative projects).

2. Headmasters/Principals must review these requests with reference to the following criteria:
 - a. Does the proposed topic/presentation relate to the curriculum objectives?
 - b. Does the proposed topic/presentation relate to the lesson/unit being taught?
 - c. Does the background of the presenter qualify him/her for suitable presentations to students?
 - d. Has the individual/organization been prohibited from making presentations in the schools (e.g. Narconon)?
3. Headmasters/Principals must be sensitive to controversial issues presented by non-school personnel and provide the opportunity for the presentation of differing viewpoints.

Please refer also to **Superintendent's Circular #SUP-6: Volunteers in Schools.**

For more information about this circular, contact:

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Carol R. Johnson, Superintendent

Attachment: Non-School Personnel Request Form

**BOSTON PUBLIC SCHOOLS
NON-SCHOOL PERSONNEL REQUEST**

Date of Request: _____

From: _____ School _____
(Teacher, Counselor)

To: _____
Headmaster/Principal)

I request permission to invite _____
(Name/s)

from _____
(Organization/Agency)

He/she will be present on _____ From _____
(Date) (Time/Period)

in _____
(Room, Auditorium)

Topic or nature of presentation: _____

Grade (s) _____ Number of students _____

Teacher _____
(Signature)

APPROVED NOT APPROVED

(If Not Approved, please state reason): _____

Headmaster/Principal _____ Date _____
(Signature)

1 copy to School file (original)
1 copy to Teacher making request