**2017**

**GREAT AMERICAN TEACH-IN**

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS**

**SPEAKER'S PACKET**

Date of Great American Teach-In:

Thursday, 11/16/17

**Bloomingdale High School**

**Bloomingdale High School**

**Great American Teach-In Coordinator**

**Mrs. Mindy Edgeman**

**813-744-8018 x293**

**mindy.edgeman@sdhc.k12.fl.us**

**2017 GREAT AMERICAN TEACH-IN**

**SPEAKER REGISTRATION FORM**

### Mr.\_\_\_

Mrs.\_\_\_

Ms.\_\_\_

Dr.\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Last) (First) (Initial)

Company/

Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_ Cell Phone: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Periods Available: 1st: 7:33am-8:23am \_\_\_\_\_\_ 2nd: 8:34am-9:24am \_\_\_\_\_\_

3rd: 9:30am-10:20am \_\_\_\_\_\_ 4th: 10:26am-11:16am \_\_\_\_\_\_ 5th: 11:22am-12:12pm \_\_\_\_\_\_

6th: 12:18pm-1:08pm \_\_\_\_\_\_ 7th: 1:14pm-2:04pm \_\_\_\_\_\_ 8th: 2:10pm-3:00pm \_\_\_\_\_\_

Preferences: Group Size \_\_\_\_\_\_

Number of presentations \_\_\_\_\_\_

Length of presentation \_\_\_\_\_\_\_

Grade Level \_\_\_\_\_\_

Equipment needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please call the school ahead of time if we can assist you in any way.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Speaker Date

Willing to volunteer for future events\* Yes \_\_\_\_\_ No \_\_\_\_\_

***\*Reoccurring volunteers are asked to complete a HCPS on-line volunteer application.***

**Return this form to the school’s Main Office.**

**2017 GREAT AMERICAN TEACH-IN**

**HILLSBOROUGH COUNTY PUBLIC SCHOOLS**

**SPEAKING AGREEMENT**

Name of Speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Business Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teach-In Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject/Grade Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Presentation(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Presentations: \_\_\_\_\_\_\_\_\_\_\_\_

Time of Presentation(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students per Presentation: \_\_\_\_\_\_ Time Allowed for Presentations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presentation Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions to School:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Teach-In Coordinator Date

**Return this form to the school’s Main Office.**

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**GUIDELINES FOR SPEAKER**

## Pre-Visit Contact with Coordinator

Prior to November 16, 2017, contact the Teach-In Coordinator (Mrs. Edgeman) at the school to which you are scheduled (Bloomingdale). The school phone number and the Teach-InCoordinator's name are on your Speaking Agreement. This pre-visit contact gives you the opportunity to discuss:

1. The directions to the school, the location of school parking areas, and the location of the main office
2. The class/subject, the academic level of the students, and some tips on holding the attention of students

1. The date and time of your presentation and the time to arrive at the school

## Cancellation/Substitute Speaker

The classroom teacher has planned for your presentation on November 17, 2016. Therefore, if you must cancel your presentation, notify the school Teach-In Coordinator of the arrangements you have made for a substitute speaker. If it becomes necessary to arrange for a substitute speaker, share the information in this packet with that individual.

## Arrival at School

The time printed on your Speaking Agreement is the time the classroom presentation is scheduled to begin. Please arrive at the school approximately 20 minutes early to have time for signing in with the Teach-In Coordinator, being escorted to the classroom, and making any other preparations that might be necessary. A Teach-In nametag will be available upon arrival at the school.

## School Board Policies

Please be aware of the following Hillsborough County School Board policies:

1. The Clean Air Act prohibits smoking on all school property.

* Promotion of your business, distribution of advertising or collection of students’ names, addresses or phone numbers is prohibited.
* Advocating a viewpoint or politics, religion or alternative lifestyles is not allowed. Information presented to students should be accurate and not distorted to bias a particular point of view.
* Requesting personal information from students or using surveys that relate to sexuality, drug use of any illicit activity is prohibited.
* Your materials and presentation must be culturally sensitive and appropriate.
* Handouts must be approved by a school site administrator.
* Appropriate attire and language are required.

**Hillsborough County Public Schools Volunteer Policies and Procedures**

1. Provide all materials for review prior to presentation.
2. Remain in verbal/visual distance of staff or administration. Volunteers should never be left alone with students.
3. Maintain confidentiality (District Policy 8330).
4. Report suspected child abuse per Florida Statue 39.201.
5. Maintain “hands-off” non-discipline or assistance with disciplinary actions policy per Florida Statute 786.28(9) (a). Allow school personnel to handle any and all student discrepancies.
6. School volunteers should dress neatly and professionally. Clothing and shoes should be comfortable and safe. As with student dress code, garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke or may tend to provoke violence or disruption in the school, shall not be worn. School Administrators have the authority to enforce the dress code as needed.
7. School volunteers should be reminded that all conversations with students should remain neutral and secular in language. Volunteers should not initiate or encourage prayer with students, families and/or staff, preach about faith, or prohibit a student from speaking about religion while participating in volunteer activity.
8. School volunteers should use neutral and secular language when endorsing/promoting an event or program.
9. Collection of student information is prohibited (School Board Policy 8330). The confidentiality of student data/information is protected under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and §1002.221, Florida Statutes (F.S.). Adhere to FERPA and School Records Policy (8330), which prohibits the collection of student information. Interest surveys, sweepstakes, scholarship drawings/raffles, or other assessments which involve students and include collection of student information are prohibited.
10. Advertising and Commercial Activities Policy (9700.01). Promotion of business, distribution of advertising material, product sales, and direct/indirect advertisement is prohibited.
11. Any and all material for distribution is reviewed by school site administrator and/or instructional personnel. Leave all materials with the school site administrator. Materials should not be distributed directly to students.
12. Become familiar with the policies and procedures specific to each site. School procedures may vary, however, those listed below are common to all:

* Park in the designated “visitors” parking, enter through the main office and sign in.
* Secure and wear a name badge at all times while on campus.
* Locate the adult bathrooms. Adults should not use bathrooms designated for children/students.
* Familiarize yourself with emergency exits as well as emergency procedures.
* Smoking is prohibited.
* Contact the school if you are not able to make your commitment.

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**PRESENTATION TIPS**

This information is designed to assist in the development of classroom presentations.

**Examples of Presentation Topics**

1. A Career or Profession
2. The Relationship of a Class/Subject to a Career/Profession
3. Educational Requirements for a Career/Profession
4. A Typical Day in a Particular Job
5. Hobbies
6. Travels
7. Sports
8. Personal Experiences (positive and motivational)
9. Key Messages
   * Stay In School
   * Importance of Education
   * Building Positive Self Images

**Typical Student Attention Span**

1. 10-15 minutes for elementary students; 20-30 minutes for secondary students
2. Use varied methods to deliver information

**Other Information**

Teachers will remain in classrooms during the entire time of presentations.

1. Although most students are well-behaved, should misbehavior occur, defer disciplinary action to the teacher or other member of the school staff.
2. Arrive promptly.
3. Limit presentations to the allotted time. Organize presentations to utilize a minimum of 30 minutes, but not more than 50 minutes.
4. Class sizes vary. Plan for 20-35 students per classroom.
5. Dress appropriately for presentation. Consider attire appropriate or consistent with occupation.

# **2017 GREAT AMERICAN TEACH-IN**

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### SAMPLE PRESENTATION

### Grade Level: 6th – 12th Grades

##### Introduce Yourself

1. Write your name on the board.
2. Inform students about yourself - your occupation, educational background, where you went to high school/college, etc.

#### Introduce the Lesson: What Work Requires of Students

Discuss the purpose of the lesson: The purpose of the lesson is to make students aware of the changing needs of the workplace, and to identify the skills students will need when they enter the workplace. The speaker should explain that the U.S. is part of a very competitive global economy. In order for us to maintain the quality of life we have enjoyed, the U.S. must stay competitive. Our ability to remain competitive in the global market rests greatly on the productivity of the work force. Education is the vehicle for preparing our students to enter the work force with skills needed in a global economy.

**Identify the Objectives of the Lesson to the Students**

The objectives of this lesson are as follows:

1. Following the lesson, the students will be able to describe several skills they will need in order to be productive workers.
2. Following the lesson, the students will understand the importance of education in preparing them for the workplace.

#### Activities to Follow in Achieving Objectives

1. Ask the students to list skills they think will be important in finding good jobs when they graduate. As the students respond to the question, you may wish to list their responses on the whiteboard.
2. Following this activity, tell the students that in a recent Survey of Tampa Area Businesses, the following were identified as important workplace skills: team work, integrity/honesty, client-centeredness, the ability to organize, interpret and communicate information, and good writing, listening and speaking skills.
3. Have the students give you their reaction to the survey results.
4. Explain how those skills are important to the success of your business.

#### Conclude the Lesson

1. Review the purpose of the lesson.
2. Review the objectives of the lesson.
3. Summarize the main points of the lesson.
4. Thank the students for their attentiveness.

#### Suggestions That May Prove Helpful

1. Speak confidently and positively.
2. Be enthusiastic
3. Remember to speak so students understand but do not feel "talked down to."
4. Bring any print materials or audiovisuals that help make your topic interesting. The more varied your approach, the better the students will respond.
5. Avoid making controversial statements.
6. Avoid advocating a particular political or religious point of view.
7. Relax and enjoy the visit.

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**EVALUATION**

## Yes No

Do you feel thatthe Great American Teach-Inis a program you can be proud of? \_\_\_\_ \_\_\_\_

Did the school provide adequate time for your presentation? \_\_\_\_ \_\_\_\_

Was the atmosphere at the school hospitable? \_\_\_\_ \_\_\_\_

Were students’ attentive/receptive to your presentation? \_\_\_\_ \_\_\_\_

What did you enjoy most about the Great American Teach-In?

What changes would you recommend?

It would be most helpful if you would list below any ideas or suggestion you may have for adding to or

improving the Great American Teach-In. Continue on the back of this page, if needed.

**Return this form to the school’s Main Office.**