

2018

GREAT AMERICAN TEACH-IN

HILLSBOROUGH COUNTY PUBLIC SCHOOLS

SPEAKER'S PACKET

**Date of Great American Teach-In:
Thursday, 11/15/18**

Bloomington High School
Great American Teach-In Coordinator
Mrs. Mindy Edgeman
813-744-8018 x293
mindy.edgeman@sdhc.k12.fl.us

**2018 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: 8:30am-9:21am _____ 2nd: 9:26am-10:13am _____

3rd: 10:18am-11:05pm _____ 4th: 11:10am-11:57am _____ 5th: 12:02pm-12:49pm _____

6th: 12:54pm-1:41pm _____ 7th: 1:46pm-2:33pm _____ 8th: 2:38pm-3:25pm _____

Preferences: Group Size _____

Number of presentations _____

Length of presentation _____

Grade Level _____

Equipment needs: _____

Please review the attached Guidelines for Speakers. 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 Mrs. Edgeman (Guidance office).

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GUIDELINES FOR SPEAKERS

Pre-Visit Contact with Coordinator

Prior to November 15 2018, contact the Teach-In Coordinator at the school to which you are scheduled. The school phone number and the Teach-In Coordinator's name are on your Speaker Confirmation. This pre-visit contact gives you the opportunity to discuss:

- The directions to the school, the location of school parking areas, and the location of the main office
- The class/subject, the academic level of the students, and some tips on holding the attention of students
- 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 15 2018. 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 Speaker Confirmation 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.

Hillsborough County Public Schools Guidelines/Policies/Procedures for School Speakers

School speakers should adhere to all policies and procedures listed below. Please coordinate with designated school site when making arrangements to speak to our students. All materials and presentations must be culturally sensitive and appropriate.

1. Complete a HCPS online Volunteer Application for each academic school year (July 1-June 30). (Exception: Great American Teach-In/One and done)
2. Interview and review of speaker outline may be required in cases where topic is of a sensitive nature. In some cases, the District Review Committee or the School Administrator may require parental consent prior to speaking to students in the classroom setting.
3. Remain in verbal/visual distance of staff or administration. Speakers should never be left alone with students.
4. Maintain confidentiality [District Policy 8330](#).
5. Report suspected child abuse per [Florida Statute 39.201](#).
6. Maintain "hands-off" non-discipline or assistance with disciplinary actions policy per [Florida Statute \(F.S.\) 1003.32](#). Allow school personnel to handle **any** and **all** student discrepancies.
7. School speakers 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, political views, 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.

8. School speakers should be reminded that all conversations with students should remain neutral and secular in language. Speakers 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 a classroom/club activity.
9. School speakers should use neutral language when referring to programs and/or political views pertaining to any speech.
10. Advocating a viewpoint on politics, region or alternative lifestyles is not allowed. Judgmental beliefs should not be expressed in sensitive areas.
11. 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 or using surveys that relate to sexuality, drug use or any illicit activity is prohibited.**
12. Any and all materials for distribution must be reviewed by school site administrator and/or instructional personnel.
13. Leave all materials with the school site administrator for district approval. Distribution of materials must follow district guidelines and should not be distributed directly to students. Passive distribution of materials, which allows for students to have the option to pick up materials if they wish, is acceptable upon approval by the school site administrator.
14. Adhere to Advertising and Commercial Activities Policy ([9700.01](#)). Promotion of business, distribution of advertising material, product sales, and direct/indirect advertisement is prohibited. Understand that presentations are strictly designed for education and not overt advertising.
15. 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.
 - Check on regular basis with school regarding upcoming school events to see if activities have been scheduled that will conflict with your volunteer time.
 - 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

- A Career or Profession
- The Relationship of a Class/Subject to a Career/Profession
- Educational Requirements for a Career/Profession
- A Typical Day in a Particular Job
- Hobbies
- Travels
- Sports
- Personal Experiences (positive and motivational)
- Key Messages
 - Stay in School
 - Importance of Education
 - Building Positive Self Images

Typical Student Attention Span

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

Other Information

Teachers will remain in classrooms during the entire time of presentation(s).

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

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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.