

Forrest County Agricultural High School
Katie Bowen
Course Policies

Dear Student,

Welcome to Public Speaking! Throughout this course, we will be studying and practicing types of oral communication in public settings. We'll researching, creating outlines, and delivering many speeches. Our goals for this course are to prepare you to communicate in public settings and to help prepare you for the successful completion of high school.

In order to ensure your success in this course, it must be understood that the teacher and the student come to school each day for the same reason. We are a team, and your education is our top priority. To be sure that your education stays the top priority, there are some procedures that need to be followed. Read the Classroom Behavior Policy section and the Classroom Procedures section of this document. Keep this Course Policies document in the front of your binder and become familiar with it. Remember: You are responsible for your education and your actions, so take care of business.

Mrs. Bowen

Course Description

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. The course covers the history of public speaking, rhetorical theory, and the importance of public speaking. Emphasis is on research, preparation, delivery, and evaluation of informative and persuasive public speaking with research aspects as well as active listening skills and audience mindfulness. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate visual support. Students should also demonstrate the speaking, listening, and interpersonal skills necessary to be effective communicators in academic settings, in the workplace, and in the community.



Materials and Supplies

- Required materials –binder (shared with other classes or individual), notebook paper, and a flash drive (Can be shared with other classes.) **These things will be brought to class daily.*
- Materials to earn spare restroom passes – Kleenex, ~~disinfecting wipes, disinfectant spray~~, hand sanitizer, or any extra items on the required materials list

Grade Percentages



25%	Daily grades & homework <i>*Important daily grades may be counted twice.</i>
50%	Tests & quizzes <i>*Tests are counted twice while quizzes count once.</i>
25%	Midterm and final exams

Classroom Behavior Policy

1. Behavior guidelines High school students are expected to conduct themselves with respect, maturity, and self-control. RESPECT is the core desired behavior expected in this classroom.

- Be respectful.
 - ✓ **Respect** your right and others' rights to an education.
 - ✓ Speak **respectfully** to others, using **respectful** and appropriate language.
 - ✓ Listen **respectfully** and actively to the speaker.
 - ✓ **Respect** others' and the school's property.
 - ✓ **Respect** others' personal body space.



FCAHS Uniform Classroom Rules

- ✓ Begin Bell Ringer assignment as soon as you enter the room.
- ✓ Your seat must be in your assigned seat when the tardy bell rings.
- ✓ Raise hand for teacher acknowledgement before speaking.
- ✓ Respect the personal space and property of others.
- ✓ Be engaged from tardy bell to dismissal bell.

2. Behavior consequences Any action that disrupts learning, teaching, administrative, or extracurricular activity is subject to disciplinary action. Any behavioral infractions, ignored expectations, or violated classroom rules will be dealt with as outlined below. Any infraction that is more serious will be dealt with according to the FCAHS Student Handbook.

- Levels of Consequences:
 - ✓ One – Warning (verbal/written/expressive)
 - ✓ Two – Student-teacher conference, written assignment, & parent contact
 - ✓ Three – Discipline referral & parent contact

3. Behavior rewards Students may receive rewards for desired behaviors. Prizes may include bonus points, restroom tickets, candy, drinks, special privileges, positive parent contact, etc.

- Behavior worth rewarding:
 - ✓ Particularly impressive responses in class discussions
 - ✓ Following directions
 - ✓ No tardies
 - ✓ Exemplifying appropriate behavior

Classroom Procedures

Daily classroom procedures prevent behavior offenses by explaining desired behaviors. They provide consistency and set clear expectations for all.

1. Tardy – All students must be in his or her seat preparing to begin work when the tardy bell rings. “*Seat in a seat when the tardy bell rings!*” Arriving tardy will result in disciplinary action.
2. Release bell – At the end of class the class will be dismissed by the teacher, not the bell. *Students will usually be released before the bell stops ringing.
3. Being unprepared for class – Students are expected to bring their own supplies to class. In case of *emergencies*, I sell mechanical pencils, paper, pencil lead, and erasers. Excessive unpreparedness will result in disciplinary action.
4. Participating in class – All students will participate. Students will be given a participation test grade. No desks against my walls! You cannot escape me! No sleeping or you will stand!
5. Leaving your seat – Generally, students must receive permission before leaving their seats and walk behind the desks to reach their destination. ***During instruction or tests.**
 - * Raise your hand with the trash in it to visit the trash bin. Wait for permission. Be within 3 feet of the basket before shooting!
 - *Raise your hand holding the pencil to visit the sharpener. Wait for permission.
 - *Raise one hand and hold the other over your nose for a tissue or hand sanitizer. Wait for permission. Step outside the door to blow your nose.
 - *Raise your hand holding a restroom pass to visit the restroom. Wait for permission.
6. Visiting the restroom – Each student receives *one restroom* pass a semester. Students may earn up to three more passes by bringing tissues, hand sanitizer, sanitizing wipes, and/or disinfectant spray. The size of each item determines the number of passes each is worth. Students must take the maroon hall pass when leaving the classroom. **NO RESTROOM PASS, NO RESTROOM!**
7. Eating/drinking in class – Students MAY NOT eat in class unless they have special permission. Drinks *with lids* are allowed as long as they do not disturb others. Keep the classroom clean or the privilege will be revoked for all.
8. Utilizing classroom books/materials – The school district has purchased books and materials for your use and education. It was paid for by hard-working tax payers. You will handle such property with care and treat it as if it cost a million dollars.
9. Writing/reading labs – Concentration is necessary for extended writing and reading. Please respect others and complete these tasks silently.
10. Group activities – Your participation in group activities is part of the participation test grade. Students will form cooperative groups quietly and orderly. Cooperative means working together so each member will have a specific role with specific duties. Each member is expected to treat other group members respectfully, participate in discussions and activities, work with others to complete tasks, and keep the area clean.
11. Class discussions – Students are expected to participate professionally in discussions. (i.e. Use appropriate language and wait your turn to speak.) You do not have to agree with others, but you must respect their opinions.
12. Finishing work quickly – Students who complete tasks quickly or early should stay on task. The teacher will have a supplemental task for the student or the student may read. Stay engaged from bell to bell.
13. Calling class to attention – The teacher will give the class the signal. The class should *immediately* stop talking and prepare for instructions.
14. Getting the teacher’s attention – Raise your hand. Call my name *once* if necessary.



15. Visitors in the classroom – When visitors enter the room, you should keep the distraction to a minimum. If you were working, I expect you to be quiet and remain on task.
16. Paper headings – You will format paper headings according to MLA (Modern Language Association) guidelines. *Lines are skipped in the text if the assignment is an essay or piece of writing. Points will be counted off for failure to use MLA guidelines.

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	Holden Caulfield	
	Mrs. Bowen	
	English I, 2 nd block	
	21 April 2010	
	Assignment Name	
	Monday	

17. Homework/ Assignment policy – Homework is designed to support classroom learning and to provide practice when mastering skills. Homework/assignments are due at the beginning of the block on the due date. No exceptions!
18. Cheating – Cheating is tolerated. If you are caught copying another's work or cheating in any way, 40% of your total score is deducted the first offense and a 0 is given for any more offenses.
19. Make-up work – Students are responsible for retrieving make-up work from the make-up drawer the day they return to school, checking Mrs. Bowen's website for activities misses, and copying notes from a friend. They have the same number of days they missed to complete it *outside of class*. Students should meet with the teacher ASAP to *schedule* a time to make up tests. Tests can be made up before or after school, or during another class with written consent from that teacher.



20. Website and Remind 101 – Mrs. Bowen has a website on which parents and students can find important documents and an outline of daily objectives and tasks. <http://katiebowenenglish.weebly.com/> Also, Remind 101 is a safe and secure way for students to receive messages from teachers on their mobile phones. Parents are encouraged to sign up for the reminder texts as well.
21. Seeking help – Feel free to set up an appointment to meet with me before or after school if you ever need any individual help. You should discuss this with me before class begins, after it ends, or in writing. (Offer does not apply if you are not trying in class. I will not give you my spare time if you are not giving me the required time.)
22. Cell phones/electronic devices – If you use a phone/device in class, I will ask for it. If it is your first violation in my room, I will keep it safe for the rest of the day. I will also contact your parent to inform him/her that I will follow the Student Handbook policy the next time I take up your phone. Any further violations will be dealt with according to the Student Handbook.
23. Substitute – A substitute is a visitor in the classroom. The substitute's decisions are final even if they contradict the classroom's regular occurrences. *Do not* argue with the substitute teacher.
- A daily grade will always be taken on sub days. All work assigned on substitute days must be completed in class and will be taken for grades. No work will be accepted late. It is due at the end of the class period.
 - "Misbehavior for a substitute teacher" is a serious offense, and the disciplinary action for such behavior begins with one day of ISS.
24. Emergencies – Remain calm, quiet, and still. Prepare for instructions.