

January 9, 2015

Dear Parent or Guardian:

I'm Katie Bowen and I'm pleased to introduce myself as your child's Public Speaking teacher. This is my third year to teach at Forrest County AHS, and I look forward to many more years here during which I help each of my students succeed in English Language Arts courses, apply learned skills to successfully communicate with the world, and prepare them for college or a career in a multicultural world.

As I'm sure you are well aware, this is an elective course that is worth $\frac{1}{2}$ Carnegie Unit. Public Speaking provides instruction and experience in preparation and delivery of speeches within and public and group setting. This course places emphasis on research, preparation, delivery, and evaluation of informative and persuasive public speaking as well as active listening and audience mindfulness. It also covers the history of public speaking, rhetorical theory, and the importance of public speaking. This course is not only an elective course that offers $\frac{1}{2}$ Carnegie Unit. As long as your student does what is assigned to the best of his or her ability, it is also an opportunity for your student to increase his or her GPA.

I believe you and I must work together for your student, so I encourage you to stay in touch with me and remain involved with your student's education. In order to maximize opportunities for your student's academic growth, I have some policies and procedures that need to be adopted by all of my students and parents or guardians. Please read the Course Policies handout that your student keeps in his or her binder. You should also read the FCAHS Student Handbook which was given to your student on the first day of school. After reading these documents, find the Contact Info and Contract form that is attached to this page. Please fill in the necessary information and sign at the bottom to acknowledge that you have read and understand all described expectations. Return it by Wednesday, January 14, 2014. This is a homework grade.

If you have any questions or concerns, the best way to contact me is by email at kbowen@forrestcountyahs.com. If necessary, you can call the FCAHS Main Office at 601-582-4741 to leave me a voicemail, or you will be connected to my classroom phone during my planning period which is from 1:35-3:10.

Thank you!
Katie Bowen

Contact Information and Contract

✓ Student's name _____

✓ Please provide two persons for contact. Only fill in the information you feel comfortable sharing. Check preferred method of contact for each.

Parent/ guardian name	1. Contact person #1	2. Contact person #2
Relationship to student		
Home phone	<input type="checkbox"/>	<input type="checkbox"/>
Cell phone	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

✓ Please list days and times that would work best for you should I need to contact you.

✓ Students, take a moment to list extracurricular activities, sports, and organizations in which you participate. Also, list days of the week that you have practice or meetings.

- ✓ Is there anything you feel that I should know about your student in order to give him/her the best possible education?

- ✓ Please list any allergies and medical conditions for which your child has been diagnosed. *Be sure Tina Anderson has all necessary information on file.

- ✓ Take a moment to discuss with your student his or her expectations and potential challenges in this course. What do you expect your child to achieve in Public Speaking?

- ✓ I acknowledge that I have read and understand the following:
 - FCAHS Student Handbook
 - Mrs. Bowen's "Course Policies" which includes "Classroom Procedures" and "Classroom Behavior Policy"
 - I realize this form is due Wednesday, January 14, 2015.

Parent/guardian _____ Date _____

Student _____ Date _____