

level judging, follows poetry procedures/guidelines, and communicates well with Amy Hardee

Poetry Contest Contact: Name	Poetry Contest Contact: Email

- **Middle School Only: Establish School Spelling Bee Contact**
 - Responsibilities: educates department on spelling bee guidelines, maintains spelling bee due dates, facilitates school level spelling bee, follows spelling bee procedures, and communicates well with Elizabeth Lundkvist Long and Amy Hardee

Spelling Bee Contact: Name	Spelling Bee Contact: Email

- **Department Chair:** Make a teacher list for each course and send with this form. See second attachment, Excel spreadsheet
 - Course: Language Arts 6 Teachers
 - Course: Language Arts 7 Teachers
 - Course: Language Arts 8 Teachers
 - Course: English I Teachers
 - Course: English II Teachers
 - Course: English III and AP Language Teachers
 - Course: English IV and AP Literature Teachers
- **Department Chairs:** Please show department members
 - how to access the curriculum maps through the Polk County website. Visit www.polk-fl.net, keyword: Curriculum
 - how to access the Language Arts website. Visit www.polk-fl.net, keyword: language arts
- **All Language Teachers:** By Friday, 8/21/09, print timeline(s), Author’s Backpack Unit, Grammar/Language Conventions Unit, and all other units covered within the first 45 days for every course you teach.
- **Language Arts Events and Endeavors:** If a LA teacher would like to get more involved in Language Arts endeavors, please complete **Language Arts: Sign Me Up!** Form, on LA website and send to Amy Hardee.
- **PCCTE Contact Person:** If a LA teacher would like to join PCCTE, please refer them to the LA website and answer their questions.

Department Chair: Thank you for your leadership and I am looking forward to working with you this year!

By August 31, 2009, Please email (amy.hardee@polk-fl.net) or courier this completed form and additional grade level team lists to Amy Hardee, Senior Curriculum Coordinator, Language Arts, grades 6-12 (District Office, Building F, Route E