

Personal, Career, and School Development Skills.

Course Syllabus

2017-2018

Dear Parents and Guardians,

I would like to take this opportunity to introduce myself and to open a line of communication with all of you. I am your student's Career, and school development skills teacher for this academic year, and I am very excited about working with your child and teaching them skills that they can use to be successful in school and in life.

My school email address is jarussel@volusia.k12.fl.us I check the school email account multiple times a day, and I will make every attempt to answer all emails within 24 hours. Finally, if you would like a conference with me, please contact the Guidance Department.

Once again, I welcome your student to Career, and school development skills course and I am excited about the adventure that we all will embark on during this school year.

Thanks,

Alex Russell

The purpose of this course is to provide students with an opportunity to experience success in school and improve attitudes and behaviors towards learning, self, school and community.

Goals of the Program:

- To help students make a successful transition to high school.
- To increase student responsibility in the areas of attendance, grades, interpersonal relationships, etc.
- To encourage organizational skills, planner use, and time management for academic success.
- To provide mentoring to students in a supportive classroom environment.

The content should include, but not be limited to, the following:

- knowledge of self and others
- development of positive attitudes
- family relationships
- peer pressure

- individual responsibility
- time management
- problem solving
- life management skills
- career planning
- study skills
- goal setting
- decision making
- leadership skills
- employability skills
- note-taking skills
- critical thinking skills

Methods of Assessment:

40% = Formative Assessments

60% = Summative Assessments

*Each 9 weeks grading period, students shall have the opportunity to retake at least one summative assessment. Additional retakes shall be determined based upon individual student data.

*Students who are submitting late work (due to absence) will have one day, or one day for each day absent (whichever is greater), to submit work unless I determine there are extenuating circumstances which necessitate an extension.

Policies and Procedures

Classroom Expectations for Successful Students:

1. Give 100% all the time

DeLand High's Discipline Plan Procedures:

1. Teacher Intervention (verbal warning, time out, loss of privilege)
2. Teacher Intervention (contact guardian, detention, teacher/student conference, seat change, or isolation)
3. Write a referral and send students to Dean's Office.

Level 3 or higher offense, send student to Dean immediately

Supply List:

- Weekly Agenda (handed out by the teacher)
- 3 ring binder
- Work from other teachers
- Paper, pencils and blue or black pens

Each student will be asked to maintain a class notebook (3-ring Binder or spiral notebook) with all handouts, notes, and reflective entries *which should be brought to class each and every day!* I

believe that taking notes and details will aid students in many ways. Student work in the notebook will be inspected and graded from time to time during the course and *will be vital* to students' success, as no textbook will be assigned. NOTEBOOK CHECKS will count as a grade!

ASSIGNMENT SHEETS:

All students are required to fill out their assignment sheets at the start of class and submit them at the end of class. In order to earn points, they must be properly filled out daily, signed by your teacher, and turned in. Mr. Russell's elects to keep them each day in his binder. This way if teachers email him about assignments, he simply marks the assignment sheet with the information needed so you have it the next day.

ATTENDANCE:

Attendance will definitely affect your grade. Each day you will have the opportunity to earn from zero to 100 points. If you are not here, no points will be awarded unless you have an excused absence or are absent due to a field trip from one of your other classes. If you have perfect attendance AND are never tardy, you will have your grade raised ONE FULL LETTER at the end of the semester. Attendance breeds success in school and in the world of work, so please keep this in mind and make wise choices.

TARDIES:

Tardies are discouraged. You will automatically lose points each time you are tardy. Unless you have a pass. Study Skills classes follow the DHS tardy policy at all times.

GRADING / DAILY POINTS:

Each day you will come to class on time with your books/supplies. As soon as the bell rings, you will fill out your daily assignment sheet and then have it signed by Mr. Russell. Then you will begin working on your assignments. At the end of the period, Mr. Russell will evaluate and sign off your points and then place your assignment sheet in his binder. The teacher's word is final regarding points. If you are working hard, you will earn all points. If you are not, you will not. If you argue, you lose all points for the day.

- Bring all materials and supplies to class (you will not be permitted to leave to get them)
- Fill out Assignment Sheets properly and completely
- Get to work and stay on task
- Show positive progress in your other classes
- You will be asked to check your grades and progress on Skyward

- Teacher will email teachers when there is a challenge
- Having excellent attendance and not being tardy
- Not asking to leave class for a plethora of reasons
- Helping fellow students if/when you have time and skills
- Exhibiting a positive attitude towards your teacher, classmates
- Getting ahead and staying ahead in all five other classes
- Turning in assignment sheets on time
- Making up points when you are absent
- When you are caught up, working on your culminating portfolio work
- Good manners

Please complete and return the following form. You and your child's signature indicate that you are aware and understand the policies and procedures that your child will be expected to follow this year to ensure their success. Please feel free to contact me at any time with questions or concerns you may have.

Student Name: _____

Student Sign: _____

Parent/Guardian Name: _____

Parent/Guardian Sign: _____

Date; _____

Parent Phone Number: _____

Parent Email Address: _____

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Mr. Russell

Jarussel@volusia.k12.fl.us

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