**Work Study**

**2024-2025 Class Syllabus**

**Mrs. McKee Period 1**

**Room: F-103**

**Randi\_McKee@chino.k12.ca.us**

**Course Overview:**

In work study we will be working on college, vocational training, and career readiness skills. This will be accomplished with activities such as: career/vocational assessments, employment/post-secondary education planning, career awareness/exploration activities, career preparation/job search, self-advocacy, disability awareness, youth leadership, and independent living planning. The program's goal is to help students transition from school to work by providing them with marketable job skills and information regarding post-secondary education and training options.

**Workability:**

All students will have the opportunity to participate in the Workability Program through West End SELPA. This is an exciting transition opportunity for pre-employment transition skills training and temporary paid work experience. This program will be reviewed in class and students will bring home the referral packet.

**Student Expectations:**

1. **Behavior: Our Ruben S. Ayala High School students have the self-discipline and ability to behave appropriately in our classroom.** Our class expectations follow the 3 B’s:
	* **Be Respectful:** Be respectful of all persons and property.
	* **Be Responsible:** Take responsibility for your actions and their consequences.
	* **Be Safe:** Respect the rights of others as your rights will also be respected.
2. **Electronic Devices: No Cell Phones or Earbuds in Class. Phones are required to be off and in backpack before you enter the classroom.**
3. Chromebooks will be used for educational purposes. Chromebooks should be charged the night before to be functional for the next day of class.

**Classroom Procedures:**

* **Expectations during teacher direct instruction or discussion:** Students are always seated at their desk and fully engaged. Students must raise their hand to leave their seat. When students have something to contribute to a discussion, or have a question, they must raise their hand. Students must respect each other’s time to speak during class discussions.
* **Dismissal procedures:** The teacher dismisses the class, NOT the bell! Chairs and desks must be placed back to our normal seating arrangement, textbooks or materials put away, and all trash placed in designated bins.
* **Google Classroom:** Google Classroom will be used as our webpage. I will post assignments, resources, notes, etc. Check Google Classroom daily.
* **Outlook 365:** Students are expected to check their school email regularly to check for communication from teachers and notifications from Google Classroom. It is highly recommended that parents sign up for guardian summaries or ask their student for their log-in information.

**Classroom Discipline Plan:**

**1st time:** Verbal warning

**2nd time:** Parent contact.

**3rd time:** Referral to counselor.

**4th time:** Referral to administrator, parent conference, and next steps to be determined by administrator and teacher in accordance with school policies.

**Grading Policies:**

* **Grading Scale:**

**A = 90-100%**

**B = 80-89%**

**C = 70-79%**

**D = 60-69%**

**F = 0%-59%**

1. **Class Assignments, Activities, Homework, etc.:** Most assignments will be completed in class. Occasionally there will be homework or assignments started in class that need to be finished at home. The student is responsible for knowing the due dates of assignments and planning accordingly.
2. **Expectations for individual and collaborative work:** Students are expected to actively participate in class discussions, in pairs, or in groups. They will ask questions and make comments that positively contribute to our overall learning environment.
3. **Late work:** Late work can be turned in for partial credit. At the end of each six-week grading period, late work for that period can no longer be turned in for any credit.
4. **Make up work:** Make up work is the responsibility of the student. Absent students are responsible for checking with the teacher (or on virtual learning platform accessing the Google Classroom to check assignment dates) and obtaining missed work.

**Materials:**

Supplies that are strongly recommended in this class include:

* Lined paper
* Pencils / Pens (for color coding notes)
* Chromebook

I look forward to working with each of you to make this a fun and successful school year!

Contract: I have read and understand the class syllabus. Please upload this to Google Classroom when completed. You may keep the hard copy for your records.

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 Date Student Signature Print Student Name

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 Parent/Guardian Signature Print Parent/Guardian Name

Anything else you would like me to know (can also email me privately): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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