

## **Ms. Romans' Class Expectations**

Welcome to Employment Prep II class! I am so glad you are here!

**Course Description:** This course emphasizes the development of skills generic to all career majors' resource management, communication, motor skills, teamwork, sensory skills, problem solving, cultural diversity, information acquisition/management, and self-management. This course content is focused on providing students with a repertoire of basic skills that will serve as a foundation for future career application. Students will expand their School-based learning activities to include on-campus jobs and begin some work-based learning activities. Job seeking skills will also continue to be refined.

### **Core Expectations (The 5 P's Model)**

- **Prompt:** Be on time and ready to learn.
- **Prepared:** Have materials, a positive mindset, and be ready to engage.
- **Polite/Respectful:** Listen actively, use positive language, respect others' ideas and property, and maintain confidentiality.
- **Productive:** **Stay on task, use time wisely, and contribute to learning.**
- **Positive:** Show integrity, embrace challenges as learning opportunities, and support inclusion.

### **Learning-Specific Expectations**

- [Take Responsibility](#): Monitor your own learning, advocate for your needs, and see challenges as chances to grow (e.g., asking for help, revising work).
- [Engage Actively](#): Participate in discussions, ask clarifying questions, and use learned strategies.
- [Self-Reflect & Monitor](#): Track your progress and understand *how* you learn best.
- [Collaborate](#): Work effectively in groups, respect diverse perspectives, and provide constructive peer feedback.

## **Classroom Norms for a Learning Strategies Class**

- "We are a team working to learn how to learn."
- "Mistakes are proof that we are trying."
- "We support each other's growth."
- "Everyone has a voice, and we listen to understand."
- "We use our strategies to solve problems."

You start this class with 100% A, it is up to YOU to keep it. Each day you have the possibility of earning a 100. Here's the breakdown:

*25%-Come to class prepared*

*25%-Completed daily Google Form*

*25%-Teacher observation of your daily work*

*25% Work Maturity Checklist*

### **Grading Scale:**

A=90-100

B=80-89

C=70-79

D=60-69

F=0-59

### **Final Grade Breakdown**

Your final grade for the course will be calculated as follows:

- 25% – 1st 6 Weeks
- 25% – 2nd 6 Weeks
- 25% – 3rd 6 Weeks
- 25% – Final Exam

Staying on top of assignments, asking for help when needed, and putting forth consistent effort will help you succeed!



## Cell Phone Policy

Tuscola High School and the Haywood County Board of Education understand that cell phones and other wireless communication devices are important tools for staying in touch with parents and guardians (Policy #4318).

Students are allowed to have these devices on campus; however, **per North Carolina House Bill 959**, all cell phones must be **turned off and put away during classroom instruction**.

**Cell phone use is only allowed during non-instructional times**, such as before school, during lunch, and between classes.

Failure to follow this policy may result in disciplinary action.

Cell phones must be on silent and placed in your assigned pocket on the door at the beginning of class or in your bookbag. Phones are not to be used during instructional time.

If a parent or guardian needs to contact you in case of an emergency, they should call the main office at (828) 456-2408.

Violations of this policy will be addressed in the following steps:

- 1st Violation – Verbal Warning
- 2nd Violation – Warning and Parent Contact
- 3rd Violation – Office Write-Up

Please respect this policy so our classroom can remain focused and productive for everyone.



## Bathroom Policy

Please do your best to avoid leaving the classroom during core instructional time. If it is an emergency, you may leave, but instructional time should not be disrupted unless absolutely necessary.

All students are required to use the online hall pass system to sign out. You must turn your computer screen toward me so I can clearly see that you are signing out properly.

Do not ask to be signed out during instructional time. If you are unable to access the pass on your computer, you will need to wait until the instructional portion is over to leave.

Students are only permitted to use the closest restroom, located in B Building. No exceptions unless you have a documented medical need or prior permission. If you have a medical condition, please talk to Ms. Romans at the beginning of the semester.

## **Tardy Policy**

If you arrive late to class, you must report to the ISS Room (L3 – back computer lab) to get a tardy pass before entering the classroom. You will not be allowed in class without a Pass.

Tardies are cumulative, and repeated tardiness will result in escalating consequences:

- 7–10 Tardies: Lunch Detention
- 11–12 Tardies: 30-Minute Work Detail
- 13–14 Tardies: 1-Hour Work Detail
- 15+ Tardies: ISS (In-School Suspension) for each additional tardy

If you are arriving late due to a doctor's appointment, you must stop by the front office and bring a note with you before coming to class.

Being on time helps everyone stay focused and on track — do your part!

## **17 Absence Policy**

If you are absent, it is your responsibility to check for missing assignments and notes. You have 5 days to complete missed work after returning. Long-term absences may require a modified plan. Let me know if you need help catching up!

Attendance is critical to your success in this class. Starting with your 7th absence, you will be required to complete make-up time for each class period missed, regardless of whether the absences are excused or unexcused.

You may sign up for attendance recovery time slots after school or make arrangements directly with your teachers. All sign-ups must be completed in the ISS Room (L3).

Once you reach 10 absences, you must:

- Submit an appeal to receive credit for the course
- Complete make-up time for absences 7, 8, and 9

Don't wait until the last minute — stay on top of your attendance and recovery time to avoid falling behind.

## **Make-Up Work Policy**

If you are absent, it is your responsibility to catch up. You must:

1. Pick up any handouts from the side folders on the table in front of my desk..
2. Copy missed notes from Google Classroom.
3. Turn in any assignments that were due while you were gone.

If you are absent, you are responsible for completing missed work. You will have 5 days to complete and turn in your assignments after returning to class. If you missed a quiz or test, you must talk to Ms. Romans to schedule a make-up time.

Staying organized and responsible with your work will help you stay successful in class!  
Late work will NOT be accepted unless:

- You were absent, OR
- You spoke with me in advance about needing more time.

If you are struggling with a concept, don't wait — email me or ask in class. I'm happy to help you understand and complete the work.

## **Communication**

Parents and guardians are encouraged to stay in contact. Feel free to contact me anytime by email or phone with questions or concerns. My email is [bromans@haywood.k12.nc.us](mailto:bromans@haywood.k12.nc.us)

## **Daily Schedule:**

1. Question of the Day (5 minutes)
2. Strategies lesson of the day (25 minutes)
3. Complete classwork, homework, and projects for other classes (60 minutes)

I have read and fully understand the above syllabus.

**STUDENT SIGNATURE** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

