



General Employability Skills

2022-23 | Mrs. Ortiz | lyndsey.ortiz@maypearlisd.org

Conference: M-F 7th period

Tutoring: I get to school at 7:30, should you need tutoring, please see me then.

Seating charts: seating charts are to be followed all year, I will make changes as needed.

Substitutes: Be kind and respectful. You will have specific instructions written on the board or posted to Classroom. You are still responsible for your own work while I am gone. Should I come back to a bad report, the class will have a 6 page paper.

Grades: We will have a minimum of 2 minor grades per week and at least 3 major grades per grading period.

Bell ringer: Each class day there will be a bell ringer. Complete all bell ringers each week and you will earn full credit. If you are absent, you are responsible for completing the bell ringer to receive full credit, OR simply write "absent."

Google classroom: most, if not all assignments will be on Google classroom. It is imperative that you join your classroom to receive all assignments and communication. Classroom codes will be given on the first day. Please do not go by the gradebook in Google Classroom though - Ascender will ALWAYS be the most accurate and up to date gradebook.

Attendance: You are expected to show up to class every day on time. Tardies are unacceptable. This is a career prep class, your job will not like it if you are late, therefore I do not like it when you are late. If you are absent, check google classroom daily, or retrieve physical copies at the front of the room once returned. It is your responsibility to get with me for any missed assignments.

Make-up: Meet with me individually to review make-up policy and discuss any make-up options. See Student Handbook for guidance.

Materials:

- Students will need to have 1 composition notebook Or journal for the year. We will use this for notes and various assignments throughout the year. I will give students a deadline on when to have these by. Please speak to me if you are unable to provide one.
- Chromebook + charger
- Pencil/pen

Rules and consequences: follow the student handbook - no tolerance. (Warning -> student/teacher resolution -> teacher/parent resolution -> administration involvement.)

Communication: email is the best way to reach me, please allow at least 24 hours for me to respond.
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Cell phones: NO cell phone use allowed. This is a district wide policy (see student handbook). Students will put phones in the cell phone tower at the beginning of class, and may retrieve them once class is over. If you are found on your phone in my class, I will take it up for the rest of the day and parents will be notified to pick it up at the end of the day.

Restroom: Please go before class. Students may not leave the classroom 10 minutes after the bell and 10 minutes before the bell rings. You must sign in and out to use the restroom. utilize the restrooms diagonally across from the classroom. Bathroom passes each six weeks.

Doorbell: I will utilize the doorbell to gain your attention. Any time the doorbell is rang, talking is to stop and focus is to be on me. .

- I will have a year at a glance posted to classroom in the "resources" section. Along with all first day documents.
- HS credit - do the work and pay attention and you will be fine
- It can be fun, but once it's time to get to work, I expect students to work hard.
- You get out of it what you put in. If you don't put in the effort to get the grade, then you will not get the grade.
- My goal for this course is to teach you skills and give you real life knowledge. Regardless of what your future might look like, this information will benefit all.
- Be kind - I do not tolerate any type of mean behaviors