

**Jefferson Academy Secondary School**  
**Freshman Seminar Course Syllabus**

**Instructor:** Terry Witkowski

**Contact Info:** [twitkowski@jajags.com](mailto:twitkowski@jajags.com)

Cell: (262)719-7058

**Office Hours:** M,W,R,F 7:30-8:20, I can be easily reached over email!

Secret Word: Vision

**Freshman Seminar Overview:**

This course is designed to assist in transitioning our junior high students to high school and beyond. Through the course students will dive deep into three questions: Who am I? What do I want? & How do I get it? We will use all 12 chapters of the Career Choices workbook and my10yearplan website to guide us through this quarter. Along the way we will consider lifestyle wants and budgetary necessities students will experience in adulthood. By the end of the course each student will create a 10 year plan that will give them a starting point to begin working towards their future enthusiastically. Students will walk away from this course with the vision and energy necessary to have success throughout high school and later in life.

**Grading Procedures:**

Standards are the same as in Parent / Student Handbook:

A = 100 – 90

B = 89.99 – 80

C = 79.99 – 70

D = 69.99 – 60

F = 59.99 – 0

**Grade Weighted Scale:**

\*Grades will be given daily for in class workbook completion\*

40% Class Participation/Workbook completion

30% My10yearplan.com Assignments/Group Presentations

20% Assessments

10% Final Exam will be each students 10 Year Plan

**Make Up:** Per school rule, you are allowed two school days for every day missed from school to make up work. **It is your responsibility to obtain assignments and complete the work you missed.** Major projects (ex. Final Projects, Unit Projects, Research Papers, etc) are due ON or BEFORE the date due, whether the student is present or not. Make up tests **may be different** from those given on the original test day.

**Conduct:** Students are expected to conduct themselves in an exemplary manner at all times. This means that all rules in the student handbook will be enforced. Please know that inappropriate conduct can influence your grade as well as your classmates, when I

enforce rules and expectations I am doing so to ensure you and your classmates are safe, able to learn and able to be successful in my class. Failure to meet behavior expectations will result in a conference with me, a discussion with your parents/guardians, and/or the creation of a discipline plan. Repeated or severe cases of student misconduct will be referred to the admin for further disciplinary action.

**Disciplined or Above the Line Behaviors:** Students are expected to:

1. **Be the Best Version of Yourself** – have a positive attitude and participate fully in activities; hold yourself to high standards; turn in high quality work that is your own; complete work on time; make work neat and legible; use correct spelling and grammar; help your classmates and share equally the workload for group projects
2. **Be Responsible** – take responsibility for your actions and choices; don't blame others; follow safety rules; come prepared for class; be on time.
3. **Be Respectful** - be polite, listen, encourage and congratulate others; don't do anything that impedes my ability to teach or impedes the ability of anyone in the classroom to learn; take concerns directly to me; use appropriate language; take care of school property and clean up after yourself; leave class only with teacher permission; wait to be dismissed before leaving.

**Tardy Policy:** Students should be in the room, seated, fully prepared to get to work when the bell rings. ANY tardy students will either get less time to work on an activity the class is doing or may receive a zero if it is an activity that has been completed.

Habitual tardiness will result in the following:

- 1st Tardy-teacher conference/speak with student when appropriate during that class period.
- 2nd Tardy-teacher notifies parent and speaks to the student.
- 3rd Tardy-teacher contacts parent; student receives teacher led detention/consequence.
- 4th Tardy-referral to office.
- 5th Tardy-parent, student and admin meeting at school

**Technology:**

Devices:

- Please bring your charged device to class every day.
- You will be informed of when to use devices.
- Devices should be stored in backpacks or under the desk, until it is needed.
- The devices should be utilized for educational purposes only and in accordance with the school's acceptable use policy.
- If your device becomes a distraction, you may lose the privilege of using technology in class or face other disciplinary actions.
- If you fail to bring your device, you may lose points for an assignment, have to do the work by hand or complete it for homework. In some situations, you may be able to work with a partner for the day, but don't count on it.

Cell phones:

- Cell phone use will not be permitted in class.
- When you come to class, please put your cell phone into the cell phone holder
- You may retrieve your phone when the bell rings at the end of class.

- If you fail to follow the cell phone procedures, you will face disciplinary consequences.

## **Freshman Seminar 2019-2020 Policies and Expectations Agreement**

Please Print, Sign, and return this page by the 3rd day of the quarter indicating you have read the Freshman Seminar Syllabus:

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date\_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date\_\_\_\_\_

**Parents/Guardians: Please initial next to the following indicating your position.**

During the course of this quarter, we may use videos or movies that are related to the topics discussed in this course.

\_\_\_\_\_ I am comfortable with my child watching part or all of a PG-13 movie that is related to the topics covered in class

\_\_\_\_\_ I am NOT comfortable with my child watching part or all of a PG-13 movie that is related to the topics covered in class