

# **Ms. Simpson's Career Development Syllabus**

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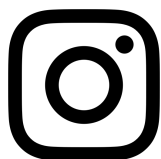
## **Contact Information**



**[simpson@lisaacademy.org](mailto:simpson@lisaacademy.org)**



**[www.instructorcoko.com](http://www.instructorcoko.com)**



**[@instructorcoko](https://www.instagram.com/instructorcoko)**



**[@instructorcoko](https://www.facebook.com/instructorcoko)**

Virtual Office Hours:  
(By Appointment)

Monday-Thursday 7:40-4:00

Friday: By appointment only

\*Emails submitted after office hours will be answered the following contract day

# Rules and Expectations

- Students should enter the room, and go to their assigned seat. Students must be in their assigned seat by the time the bell rings. Students not in their assigned seat when the bell rings will be marked tardy.
- Upon entering the classroom, immediately begin your bell ringer. Bell Ringers are due within the first 10 minutes of class.
- Please be prepared to work from bell to bell. After you complete your bell ringer, please sit quietly until instructions are given.
- Please wait for permission to talk. Raise your hand, wait to be acknowledged, proceed with your question. If you are asking to use the restroom, please refrain from crossing your fingers.
- Be respectful. Respect means: showing compassion to your peers and adults, speaking respectfully to others, and respecting other's personal space.
- Be respectful when sending emails. Include a greeting and a closing in all emails. Remember...your tone matters.
- Students are allowed one bathroom pass per month. Students who do not use their bathroom pass for the semester will receive 15 bonus points at the end of each semester.
- Cell phones are not allowed. This is an automatic Level I event.

# Behavior

To ensure the safety of all students and staff, students are required to follow all classroom and school rules. Failure to follow the rules will result in the following consequences

- Warning
- Student/Teacher Conference
- Detention Points
- Contact Parents

\*Some situations may result in immediate detention points

# Due Dates

All assignments are due on Friday by 11:59 pm. Students are given 7 days to submit make up assignments (excused or unexcused). I will not accept assignments after 7 days.

# Grades

Signed Syllabus	25 points
Bell Ringers	5 points
Class Assignments	25-30 points
Projects	50 points
Job Shadowing	100 points

# Supplies

- 2" 3 Ring Binder (REQUIRED)
- Loose Leaf Paper (REQUIRED)
- Subject Dividers (REQUIRED)
- Writing Utensil
- Color Pencils
- Hand Sanitizer
- Clorox Wipes

I have read and understand the information attached to this form. I agree to adhere to the policies set by Ms. Simpson and LISA Academy. If I feel any information is unclear, I will contact Ms. Simpson via email or phone with my questions or concerns.

Student Name \_\_\_\_\_

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

Date \_\_\_\_\_