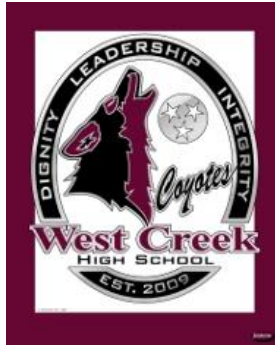


Our mission is to meet the individual needs of each student, empowering them to reach their potential.



**West Creek High School
2022-2023 School Year**

**Gerald Von Steffen Jr.
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Work Based Learning – Traditional
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WELCOME

Academic standards, chosen by the Tennessee State Board of Education, provide a common set of expectations for what students should know and be able to do at the end of a specific grade or course. Local school districts determine the order in which these state-mandated standards are addressed in their schools. For a breakdown of standard pacing and course objectives for Principles of Law, Corrections, and Security students in the Clarksville Montgomery County School System, please visit the Curriculum Navigator on the CMCSS homepage found at: <http://curriculum.cmcss.net/public/index.aspx>

It is the policy of the Clarksville Montgomery County School System to follow the dictates of state statues in the selection and use of all instructional materials. Parents or legal guardians may request to review any instructional materials used in the classroom of the parent or legal guardian's child following the guideline set forth in Instructional Policy INS-A073 found at: <http://www.cmcss.net/departments/instruction/departmentforms.aspx>

The chart below outlines the units of study for Criminal Justice I and possible major assignments or field trips that could be used to enhance student learning or solidify mastery of standards in each unit. This chart is not inclusive of every assignment for (content area), as additional or different assignments may be created based on the needs of students. Specific details for major assignments will be shared with students and parents or legal guardians as the standards related to the assignments are addressed in class.

Unit	Topic	Possible Major Assignments	Dates
1	Soft Skills	Communication, organization, leadership, team work, problem solving, etc.	August 08 – September 02

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2	Career Portfolio	Research and summarize the requirements for what a career portfolio. Later create a Google website indicating appropriate artifacts	September 06 – October 07
3	Resume Building	Analyze various types of resumes and later create and present a resume that relates to personal objective and goals	October 17 - November 18
4	Letters of Interest and Thank you letters	Discuss the purpose of each when seeking employment and career opportunities. Also, practice writing these letters and presenting to peers as prospective employers.	November 21 - December 02
5	Types of Interviews and the process for them	Understand the purpose for various interview panels, how to prepare for them, and role play as a class	December 05 – December 09
6	Internships	Discuss and understand the purpose of Internships. Later research prospective opportunities and share out as a class	January 09 – January 27
7	Understanding Differences Among College Programs	Research programs offered that transition into careers. Observe degree and certification requirements.	January 30 – February 17

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8	Written and Oral Presentation	Analyze the difference between soft and hard skills and later create a written and oral presentation	February 21 – March 03
9	Purpose of employee evaluations	Understand and explain the purpose for employee evaluations. Students will role play and practice giving feedback and demonstrate how to accept and utilize feedback	March 13 – March 31
10	Ethics	Understand and discuss why ethics in the workplace is an important concept when training employees and in-service training	April 03 – April 21
11	Orientation (onboarding), training, and in-service	Discuss the process and steps taken by organizations once a person has been hired as an employee	April 24 – May 19

INSTRUCTIONAL PROCEDURES:

Instructional procedures might include any or all the techniques below:

- Email communication
- Multiple platforms (Zoom, Google Classroom, Schools PLP)
- Assigned Reading, Student Activities, Cooperative Groups
- Group Interaction, Textbook Reading, Student Teaching
- Discussion, Videos Projects
- Guest Speakers, Lecture, Lecture/Discussion
- Independent Study, Research Internet
- Interviews, Oral Presentations.

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GRADE COMPOSITE

Grading for this class will consist of total points. Hence, it is imperative that the student keeps all assignments as each assignment will be given a point total. To calculate student's grade just add points earned and divide by total points possible.

ATTENDANCE

Please review CMCSS Code of Conduct for TN Compulsory Attendance Law

- [Student Conduct](#)

HOMEWORK POLICY

Homework will be assigned in this course. Students will be expected to turn in their assignments on the date due unless they are absent. Assignments will be accepted if turned in late, however there will be a 10% reduction in score for each day late. Per WCHS academic policy there will be **NO EXTRA CREDIT** opportunities. Instead, students can retake assessments to improve their academic standing.

MAKE-UP WORK FOR ABSENCES:

Student should schedule a time with the teacher to make up any missing exams.

The district policy states that make-up is one day for each day absent.

****Example:** The student is absent on Monday (maroon day) and returns on Wednesday. The work on Monday will be due Friday. Or if student is absent on Tuesday (silver day) and returns Thursday, the assignment will be due next Tuesday. All assignments can be found in Google Classroom (traditional) and/or School PLP (traditional/remote)

CLASSROOM EXPECTATIONS: ([R.I.S.E. Classroom Expectations](#))

- All school rules will be followed and enforced.
- Must use E-Hall pass to request a pass out of class.
- Respect each other, your school, and your surroundings.
Be in your seat and ready to learn when the bell rings
- Speak at appropriate times, using appropriate language and voice.
- Any problems with classroom conduct (cooperation and on-task behavior) will follow a four-step process:
 - Teacher-student talk. If this doesn't correct the problem,
 - Teacher-student talk and discussion with parents. If this doesn't correct the problem
 - Assigned detention by the teacher. If this doesn't correct the problem,
 - Administrative Referral.

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TUTORING

Tutoring is available every morning from 6:40 am-7:05am. Afternoon tutoring will be by appointment only.

GOOGLE CLASSROOM CODES

1st period: azvws6v

2nd period: urtohmz

3rd period: 76ebejq

4th period: zn2h5fo

6th period: focx3pi

7th period: vw2tvwo

HELPFUL ON-LINE SITES

Clarksville-Montgomery County School System – www.cmcss.net

West Creek High School -

<http://www.cmcss.net/Schools/schoolwebsites/frontpage.aspx?locid=WCHS>

PowerSchool - <https://powerschool.cmcss.net/public/>

The Academy of Criminal Justice and Homeland Security at West Creek High School -

<http://www.cmcss.net/academies/wchs/>

<https://wchscriminaljusticeacademy.shutterfly.com/>

Syllabus Quiz

Your first grade will be for your syllabus quiz that is in our Google Classroom. In order to receive all your points on this quiz, please answer the questions **AND** have your parents email me with their current contact information and any questions they may have about my course and/or syllabus. Please have them include your name in the email.

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