

JOB TRAINING HANDBOOK for _____

APUSH and AP Government and Politics Job Training Information

“Education pays. It just doesn’t pay you right now.” –Ms. Thrower

Daily Calendar and Assignments: www.laurathrower.com

Contact Email: lthrower@wcpss.net

Room Location: Room 2504

Planning Period: 4th Period

Tuesday Tutorials: 2:40PM to 4PM

All other Tutorials/Make Up scheduled by appointment via Remind or my email

What Are Your Expectations on Class Participation as a “grade”?

Participation in class is more than physical presence. It means making a meaningful contribution to discussions and course activities. Satisfactory class participation and cooperation is defined as being present with all required class materials (this include videos!), answering questions, offering constructive opinions, and generally cooperating with the teacher and other students in the class. **At the end of a semester, if you are a couple points away from a higher letter grade, and I remember you participating in the class, curious and thoughtful, I promise this will factor into you earning that higher grade.**

Note to parents:

Studies show when a reward, especially a grade, is offered, people choose easier tasks, take less risks, think less creatively about the task, enjoy the task less, and most importantly, **the reward makes the person believe the task is not worth doing.** (Why else would I *have* to offer you a reward unless the task at hand was not important or meaningful, right?). This is why as an educator, I do not use grades as “rewards”. Education is not meaningless or unimportant and my students need to learn the value of this without “carrot and sticks”. **If you are concerned about how your student’s work will be evaluated, please email me at lthrower@wcpss.net**

Top Skills Things Students Need to Build for Success in My Class

1) FOCUS YOUR ATTENTION on everything happening every minute of the class. Lecture time is a time you should improve listening and summarizing skills. Videos, maps, and graphs are shown because your brain learns

better through images. New words, ideas and thoughts are constantly coming at you in class through verbal, visual and written methods. You need to pay attention to all of them. **The EASIEST trick to focusing your attention quickly is to put your eyes on what you need to focus on. Your eyes tell your brain what to focus on.**

2) READ FOR UNDERSTANDING! Choosing NOT to pay attention in this class or to avoid reading directions, class starters, etc is like making a choice to actively frustrate yourself on a daily basis. Your lack of attention will confuse you about what is going on. And typically, when people are confused, they get frustrated. Why would you WANT to do things that frustrate you?

3) DELAY GRATIFICATION. We will discuss this further in class, but this is a MUST for a skill possessed by successful kids and adults. You have to work to do the hard/boring/not as fun thing FIRST, and WAIT to do the thing you'd probably rather be doing like sleep/text/daydream/leave class. It's why I ask you to put your cell phone in the "phone bag" or sit away from your friends. Even adults have to actively find ways to keep distractions to a minimum. **"The difficult thing and the right thing, are usually the same thing."**

4) Find your **INTERNAL MOTIVATION.** Know your "why"! People that can self-motivate by focusing on internal incentives are FAR more successful in life than just "smart people". If you can teach yourself to motivate, you have already succeeded.

Your Job Behavior Expectations...

The student employee is expected to follow all policies legislated by the School Board and Southeast Raleigh Magnet High School's administration. I expect my students to understand they are in a place of learning and education. I expect that my students won't distract others, use insulting or degrading language, or in general, commit behaviors that make their life or learning more difficult. Complaining doesn't work for me. Yelling doesn't work with me. Being irritating to me or others in my classroom doesn't work with me. **Think about what your want/need and then exhibit behaviors that will work for you to get those goals.**

- 1. Be fearless.** Things in this class WILL be challenging. Don't give up. You CAN do anything as long as you aren't afraid. If you tell me you "didn't read", "didn't do homework", or anything else related to increasing your education, I'm going to tell you that you are afraid. Attack the fear, the challenges, and you will get better at everything!
- 2. SELF ADVOCATE: This means YOU are the only person who can help you.** Teachers aren't mind readers. If you are struggling, use tutorials, set up an appointment for extra help, research the web...you may not know all the answers in life, **but if you can find a way to find the answers...**you will go farther than most people around you.

3. Give your attention to the class every day. Contrary to what teenagers think, **attention** is what helps you learn, **not** interest. Things ARE boring when you do not have the basic knowledge to understand concepts. You can fix your own problems of boredom by TRYING to learn more about the world around you. **Something to think about: any job you will get if you don't have a high school diploma WILL be boring. It gets really old to take simple orders from other people for the rest of your life.**
4. **Please don't bring negativity or hostility into my classroom.** Positive people are fun to be around and make others have a good day. Be THAT person.
5. **SHOW YOURSELF WHAT YOU ARE CAPABLE OF, and you will succeed.**

On plagiarizing...

Assume your neighbor is not as intelligent as you are. Plagiarizing or copying from anyone else will result in an incomplete for the assignment for **both students** and an alternate assignment will be given to each of you. If your only class goal is to LEARN, then copying becomes a REALLY illogical action, right? Plagiarizing from the internet is something many kids do without even realizing it. Reading and re-wording in your own words is a skill you will need to build. I had a student once say she copied everything for a project from the internet "because it's too hard to do it on my own." That's the EXACT REASON you SHOULD do it on your own then.

You will be asked to re-do any assignment I suspect was copied OR if I suspect you allowed another student to copy.

Frequently Asked Questions About Day to Day Job Requirements

❖ What's your policy on eating in the classroom?

No eating in my class. From time to time I give candy as rewards. You also can earn the right to eat anything you would like during class time by redeeming a Delay of Gratification coupon. More on that later. If you do earn this privilege, by all means us a trash can! A clean room is a happier place to be. **Drinks are allowed (except those brought from off campus).**

❖ What's your policy on cell phones and other devices?

For cell phones, and other electronics, I do not allow the use or visibility of these in my class, per *School Board Policy 6426.1 and 6426.4*. No matter our age or intelligence level, it is **more difficult** to learn with distractions. **All** data on learning supports this. Multitasking (dividing attention) leads to decreased performance on all tasks being performed. If I tried to teach while I were texting or listening to music, I wouldn't do either as well. **You will not learn as well dividing your attention between education and your social life.** And your social life isn't going to pay your bills later in life, so choosing that option is **irrational** behavior. If you are constantly obsessing over your phone, you might have a behavioral addiction to it. The only way to break yourself from your addiction is to remove it from your focus (i.e. away in my phone bag where you won't know if it's vibrating...a pocket is a really irrational place to put it). If I see a visible electronic device (whether you are using it or not), I will ask for it and keep it until the end of the day. You

will lose the privilege of winning in the phone bag if this is the choice you make. If you refuse to turn it over, I will contact an administrator to come pick it up. **Either way, you will lose your phone.** The disadvantage to having an admin to come turn it in is additional consequences and my growing dislike of your disrespect and lack of self control.

HINT: The far easier solution to all of this is to put your phone in my bag!

On occasion I will allow phones for a learning activity or during free time of remediation for a reward of all work completed. You can ONLY have phones out when I have signaled this by hanging the “electronics okay” sign. Any other time I see your electronic device visible and this sign is NOT up, you will lose your device to the front office. No excuses.

❖ **What’s your policy on sleeping through my free, public education?**

If you sleep through lectures, videos, etc, it is not my responsibility to wake you up. If you worry about sleeping, tell your neighbor to wake you up. If I observe you sleeping through any part of class, you will not get credit for the class activity/grade that day. “Slept” will be marked in Powerschools, and you cannot make up the assignment.

❖ **What’s your policy on behavior that disrupts others?**

If you act as if your top priority in class is gaining attention of your peers, or you do not understand that others in the class have a right to learn with minimal distractions, there will be consequences. Usually, getting ahold of your parents or guardians is enough of a consequence, but if not, we’ll decide the best ways to escalate the issue to get your back on track.

Absences from Class

- It is your responsibility to check my website at www.laurathrower.com or get any missed notes from a reliable classmate. Let me repeat that: **It is *your* responsibility to check my website or get any missed notes from a reliable classmate.** Extra copies of handouts will be in the black folder at the front of the classroom, however, **do not always rely on that. Check the website!** If you do not have a computer or printer at home, use what the tax payers of Wake County have given you...Media Center, computer labs, public libraries, and computers in my room are all logical options. I never want to hear the words, “Ms. Thrower, what did I miss in class yesterday?”
- ***It is your responsibility to set up a time to make up tests or come for tutorials. I will not issue an invitation or reminder. There ARE deadlines for test makeups.*** After a week, you’ll have to do the test remediation on study island. Email me or fill out an appointment slip (provided to you on your classroom desk of self sufficiency). **It is up to YOU to succeed!** There are no makeups for quizzes. You should still do the quiz from www.laurathrower.com to see if you learned the material. You’re doing EVERYTHING in this class to LEARN, not for a grade.

Required Daily Supplies to Succeed in This Job

___ Pen and pencil

___ Highlighter (successful students are 5 times as likely to use a highlighter when reading)

___ Spiral notebook or section in a notebook with loose leaf paper (you will be taught successful note-taking skills the first week of this course)

___ A section in your notebook labeled for my class where all valuable info will go!

___ Classroom donation (see below for your contribution details)

Classroom Contribution Details

Because the good taxpayers of Wake County do not provide unlimited resources for students, you are expected to contribute your choice of a resource for your classroom community. Taxpayers make their contributions to your education, teachers continually use their own money to enhance your education, and YOU are also expected to donate **either time or a supply** at least once this semester. If you do not bring one of these by the deadline, then your contribution will be one 30 minute after school or lunch session of classroom housekeeping (cleaning or organizing your classroom or helping me with errands. This un-weighted grade will show in PowerSchools as “community service”. A or INC are the only options when it comes to a contribution. Choices are as follows and are due **BY** _____. **If you don’t bring something by this date, your assessment for “community service” will show an INC until you donate 30 minutes of your time to the community.** You will need to schedule that time with me after school only.

- ❖ **1st period choose from: 1 box of Kleenex or 1 roll of paper towels**
- ❖ **2nd period choose from: 1 box of Kleenex or 1 roll of paper towels**
- ❖ **3rd period choose from: 1 bag a of wrapped candy**

I will communicate with your teen using Remind 101 alerts and via email for longer message. They should receive either emails or text alerts routed to their phones.

If you need me, **my google voice number for text or calling is** _____ Or you can email me at lthrower@wcpss.net

Your teen's website for ALL work is found at www.laurathrower.com

Make sure to check Powerschools for grades often either with your teen logging in or by getting your own account.

OPEN HOUSE IS _____, AT _____ pm.

COME MEET ME! AN INVOLVED PARENT MEANS A SUCCESSFUL STUDENT!

Tear or cut here and return the below info to me by NEXT Wednesday with your teen's donation:

BY _____, HAVE THIS PAGE SIGNED AND RETURNED TO ME WITH YOUR CLASSROOM DONATION!

These signatures certify that:

1. We have received a copy of, read, and understood STUDENT EMPLOYEE HANDBOOK, which includes my grading information and supply list, and CLASSROOM EMPLOYEE EXPECTATIONS. Student should file all these handouts in his or her portfolio binder for reference. NEVER LOSE THIS PACKET! WOULD YOU LOSE YOUR JOB TRAINING MANUAL?
2. I am aware I need to bring one of the items listed on page 1 the due date, or student will be expected to donate 30 minutes of time to clean or organize our classroom community.
3. Both my parent/guardian and myself will keep on top of my grades by checking Powerschools on a regular basis. I have also visited (or will visit) Ms. Thrower's website and understand what is expected of me as a parent or guardian.

_____ (PRINT *student name*)

_____ (*student signature*)

_____ (PRINT *parent name*)

_____ (*parent/guardian signature*)

_____ (*parent/guardian email address*)

_____ (*parent/guardian best phone number*)

Parents...I'm curious...what are 3 adjectives you would use to describe your teen? ☺ Write them below: