



***Educational Guidance and
Social Services I***

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Room # B104

"Education is not preparation for life; education is life itself." – John Dewey

Students and families,

Welcome to Kirkwood High School! I am ecstatic to be your teacher and grateful to be part of this incredible CTE program. I am just as excited to welcome you to class and look forward to a great school year!

I would like to begin with sharing a little background about myself. Before becoming a teacher at Kirkwood High, I spent many years working as a Teacher, School Counselor and a School Specialist for Oklahoma State Regents for Higher Education, therefore I take this program seriously. My goal is for my students to understand the importance of Educational Therapy and Support for their everyday life experiences and future careers.

The Educational Guidance and Social Services I class is designed to educate students about all aspects of the Educational Therapy and Support Program. Students will become more effective at verbal communication as well, which is so important as they make their way into life after high school.

Please review the classroom expectations, new cell phone policy and grading policy on the following pages. Once you have reviewed all the information, please scan the QR code or sign and return the acknowledgment page to complete the parent acknowledgement that you have reviewed and understand all presented information within this syllabus.

If you have any questions feel free to contact me anytime. You may reach me at the school by calling (931) 919-4761 ext. 2204, email at heather.wambold@cmcss.net or through parent square.

Thank you,

Heather Wambold

Heather Wambold, M.Ed.
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Curriculum Overview:

Students will complete various assignments including written class work and group or individual projects. Standards for our course may be accessed here:

[Educational Guidance and Social Services I](#)

COURSE OUTLINE:

Unit 1 Foundations of Education

Unit 2 Career Exploration

Unit 3 Guidance and Social Services Sensation & Perception

Unit 4 Ethics and Legal Responsibilities

Unit 5 Career Portfolio

Possible Field Trips:

- Campus visit to Austin Peay State University (APSU).

It is the policy of the Clarksville Montgomery County School System to follow the dictates of state statutes 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:

<https://employees.cmcss.net/misc/ViewISO?filename=INS-A073.pdf>.

Supplies Needed: Students will need to bring their school laptop, a folder, notebook with lined paper, and a writing utensil daily.

Classroom Expectations:

In this classroom, students are expected to be respectful, responsible, and ready to learn. This means treating others with kindness, coming prepared with necessary materials, and staying focused during lessons. Everyone should follow directions and participate actively, and maintain a safe, inclusive environment where all feel welcome. Personal devices should be silenced and put away and all actions should support a positive and productive learning space.

Behavior & Conduct: Students will follow the CMCSS Code of Conduct and the rules outlined in the Kirkwood High School Student Handbook at all times. The Student Code of Conduct for the 2026-2027 school year has been revised; make sure you review it and are familiar with the revisions. Behaviors that interfere with the learning process, our academic environment, or show a lack of respect for others will not be tolerated. Students are expected to follow all rules outlined in the CMCSS Code of Conduct and those set forth by our school.

Cell Phone Policy:

To create a focused and respectful learning environment, cell phone use is not permitted during class time, in accordance with the new/ updated district cell phone policy. For additional information regarding this policy and referral information, it can be found in the student handbook.

Tardies: If tardy to class, please enter the room quietly so as to not interrupt instruction, take out materials and begin following along with the lesson or instruction. If a student is late, it will be documented in Powerschool. After warning, parent contact and three total tardies, a referral will be submitted.

Dismissal: Students are to remain in their seats until the bell rings. Students should NOT be permitted to pack up and wait at the door for the bell to ring, as every instructional minute counts.

Grading Policies and Procedures:

S1 and S2

1st 9 weeks = 40%

2nd 9 weeks = 40%

Final Exam = 20%

Note: If you earn an “A” for both the 3rd and 4th Nine Weeks, you will be exempt from the second semester exam, in which case each nine weeks’ grades will constitute 50% of your semester average.

The Clarksville-Montgomery County School System uses a numerical grading system for reporting student progress to parents. A grade of 60 and above is considered passing. A grade of 59 and below is failing.

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Make-Up Work Policy: All make-up work will be handled according to CMCSS board policy. The days a student has to complete missing work is equal to the number of days the student is absent. If a student is absent due to a school-based trip, he/she is still responsible for completing any missed work. It is the student’s responsibility to communicate with the teacher and get the work missed. If a student misses a test, the student is responsible for making arrangements with the teacher to complete the missed assessment. A grade of zero will be given for any missed work due to absence and will be changed upon the assignment’s completion. If work is not completed within the time allowed, a zero may remain as the grade.

Late Work Policy: Assignments turned in one day late will receive **a maximum of 50% credit**. After that, the assignment will receive a **zero**. This policy is in place to encourage responsibility, time management and fairness to all students. Expectations may be made for excused absences or documented emergencies, in accordance with school policy.

Communication and Responsibility:

It is the responsibility of the student to communicate any issues that may prevent them from meeting a deadline. Proactive communication with instructors can often lead to solutions that minimize the impact on the student’s grade.

Kirkwood High School Artificial Intelligence (AI) Policy: At Kirkwood High, we want your learning to reflect *your own* thinking, effort, and growth. To make sure everyone has a fair chance to succeed, using AI tools, such as ChatGPT, Grammarly, or any other AI that helps write, research, solve, or analyze, is **not allowed** for schoolwork.

Here is what that means for you:

- **Homework and Assignments:** All assignments should be your own original work. You cannot use AI tools to write essays, answer questions, help you research or generate any part of your homework.
- **Class Discussions and Presentations:** When you speak in class or give a presentation, your ideas should come from you, not from an AI tool. This includes preparing your notes and/or slides.
- **Projects and Group Work:** Whether you are working solo or in a group, don't use AI to plan, research, or create any part of the project. Everyone in a group is responsible for keeping things "AI-free."
- **Academic Integrity:** Turning in work made by AI, or using it to get ahead, is considered cheating. It is not fair to your classmates, and it does not help you grow as a learner.

If an AI tool is ever approved for use on a given assignment, the teacher will communicate and model how to appropriately use the AI tool for the given task. If you are ever unsure about what counts as using AI, ask your teacher first. The faculty at Kirkwood High is here to help you learn how to ethically use these types of tools and resources.

Parent Acknowledgement - Digital Option

Parents/Guardians, please use the camera on your smartphone to scan the QR Code and fill out my brief form to digitally sign the syllabus review and expectations. The QR code below will provide links to the Syllabus additionally to review a digital copy of the syllabus; it is posted to your students google classroom and can also be found on my teacher website - <https://kirkwoodhigh.cmcss.net/user/heather.wambold>. If you have questions don't hesitate to reach out heather.wambold@cmcss.net.

This will be a small participation/completion grade for my class.



If you have trouble with the QR Code, please type this short link into a web browser to complete the signing: <https://forms.gle/BeBC8AbDftR9kUy28>

If continued issues, please sign below and return:

By signing below, you acknowledge that you have read the course syllabus, both the student and parent or guardian both understand the course expectations, and parent or guardian agrees to support the student in meeting the class expectations.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____