**Family and Consumer Sciences Classroom Procedures**

1. **Entering the classroom**

 **\***Enter orderly and quietly, get \_\_textbook\_\_\_\_\_\_\_\_\_\_\_ and other needed supplies from storage areas.

 \*Answer starter question as listed on board in your folder.

 \*Write the daily assignment in your folder.

 \*You need to be in your \_\_chair\_\_\_\_\_\_\_ and ­­­\_\_\_\_silent\_\_\_\_\_\_ when the tardy bell rings. School is your **“job”.** *The habits you set today will remain with you tomorrow. You will be counted tardy if you are not in your seat or assigned area and silent when the tardy bell rings.*

\*As responsible young adults, I expect you to always be prepared for the job of school. The following items should be brought each day: paper and pen or pencil and your folder. Students who choose to come to class unprepared will NOT be allowed to use class time to retrieve the missing materials without receiving a ­tardy.

**Journal Assignments (Starter Questions)**

\*You are to have a folder labeled with your name written in marker on the front of the folder.

\*Write the date on one line, and then the question or activity from the board. Then write your response.

\*If you are absent, write the date and reasons for absence in your journal entry for that date. Example: Sept. 15, 20\*\*- Sick

\*Journals can be taken up at any time for a grade.

\*The journal is worth \_\_10\_\_\_ points a day. This is approximately \_\_\_450\_\_\_\_ points each nine weeks. The journal grade can \_\_\_\_\_\_help\_\_\_\_ or \_\_\_hurt\_\_\_\_\_\_\_ your average!

\*If you answer the journal question but do not write the question or put the date on the journal entry you will only receive \_\_5\_\_\_\_\_\_\_ points.

2. **If you are absent**

 \*Copy the daily assignment from a \_\_\_student\_\_\_\_\_\_\_\_and see Mrs. Mullen before or after school if you have any questions or need to check out a book. (This is *your responsibility*)

\* If you are absent a day you are assigned to cook, you must do an outside reading assignment and write a **2** page summary to receive a grade for each day you are absent.

\*If you are absent when we are sewing, you will need to come in **before** or **after** school and sew to make up the time missed. This must be done within the time allotted in the handbook for make-up work or you will receive a 0 for each day missed.

\*If you are absent the day a project or outside reading assignment is due **it is your responsibility to get the assignment to school on the due date or you may turn the project or assignment in early. No late projects or outside reading assignments will be accepted late.**

 \*See handbook for guidelines when missed assignments are due.

After the allowed time according to the handbook to turn in assignments, you will receive a 0 for missed assignments.

3. **Class discussions**

\*Be courteous to others and “\_\_\_think\_\_\_\_\_\_\_\_” before you speak

 \*Allow one person to finish speaking before you begin speaking

 \*When the \_teacher is talking, give your full attention.

4. **Assignments**

 \*At the beginning of each hour you are to copy down the class assignment for the day in the Daily Assignment section of your folder. The folders will be taken up randomly to be sure you are writing down the daily assignment and the starter questions. You will receive a grade for writing down the daily assignments.

 \*All assignments must have **name, date, class title, hour and page number** (if applicable) in the upper \_right\_\_\_\_\_\_\_\_\_ hand corner of *every paper*, otherwise a 20 point deduction may be taken.

 \*Keep assignments legible and \_\_\_\_\_neat\_\_\_\_\_\_\_\_. (Anything worth doing is worth doing right.)

\*All daily assignments and tests are to be placed in the \_\_\_folder\_ on the counter for the appropriate hour to be graded.

5. **When you are finished with an assignment**

 \*You may read a book or magazine

 \*You may work on a sewing project or other allowed assignment

 \*It is a good idea to bring these materials with you.

 \*You are NOT allowed to move to another seat to visit with a friend.

6. **Leaving the room**

 **\*Please use the 5 minute break between classes to get a drink and use the restroom and to take care of any other business. IF you are given permission to leave the classroom, sign out on the restroom break clip board and** leave your cell phone on the teacher’s desk when leaving the room. This will only be in cases of emergencies. Use the break between classes to take care of any necessary business.

If you leave the room, you will have to come to my room the following school day from \_7:45\_\_\_\_\_\_\_ to \_\_7:55\_\_\_\_\_ am or from \_3:05\_\_\_\_\_\_\_\_ to \_3:15\_\_\_\_\_\_\_\_pm for a 10 minute detention. If you are late or do not come the following day, then you will receive a \_\_demerit\_\_\_\_\_\_\_\_\_. Be sure to check with Mrs. Mullen to make sure she will be there the following day at the above times.

**At the end of class:**

 \*Put all \_\_\_supplies\_\_\_\_\_\_\_\_\_\_\_\_\_\_ away in appropriate areas.

 \*Pick up any trash on the tables or floor.

 \*When the bell rings, remain in your seat until you have been \_\_\_\_dismissed\_\_\_\_\_\_\_\_\_\_\_ by the teacher.

 \*DO NOT stand by the door prior to the bell ringing. I will not dismiss class until all are \_\_quiet\_\_\_\_\_\_\_ and sitting at their \_\_\_\_desk\_\_\_\_\_\_.

**A Reminder for You**

\*No candy, food, drinks in the room except when it is food prepared in a foods lab or given by the teacher for a reward.

\*No hair combing, application of make-up, etc. in the classroom. Items will be confiscated and not returned.

\*No caps or hats in the \_\_\_\_\_\_\_building\_\_\_\_\_.

\*No mp3 players, cell phones or headphones. If I see them, they will be taken and turned into the office.

\*Do not sit, write or mark on tables, \_\_\_counters\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, sewing cabinets or desks.

\*Be quiet immediately when a guest enters or a call comes over the intercom.

\*Sleep on your own time! No heads on desks or tables. You will be sent to the office.

**Kitchen Laboratory:**

\*Rules will be posted in kitchen lab.

\*Do **NOT** get in the refrigerator or kitchen cabinets except when in a cooking lab or with teacher permission. (This is still true when there is a substitute.)

\*If you are in the kitchen or refrigerator when you are not in lab or do not have permission from the teacher, you will receive a demerit.

**Grading:** Your grade is your responsibility. Your grade will be determined on a total point system. Each assignment, exam, quiz, project or lab will be given an assigned number of points. At the end of each grading term total points earned will be divided by total points possible.

**Intervention:**

If a student is falling behind in their class work, the teacher is available in the morning before school or after school to help the student when necessary. The student needs to talk to the teacher to schedule a day and time to come for additional help with assignments.

*For any assignment the student has failed, the student has 2 weeks from the date the assignment was due to redo the assignment, but the grade will only be raised to a D. The assignment must be labeled correctly with the due date and assignment information or the assignment will not be regarded.*

**Outside Readings :**Each class will have outside reading assignments throughout the semester. It is the student’s responsibility to do the required reading and do the assignment outside of the classroom.

**Course Standards:** The course syllabus has the website listed where you may view each course’s State and National standards online. The standards for each course are also available in a notebook for a parent to check out from the teacher. The standards may be viewed at:

<https://icat.okcareertech.org/cgi-bin/WebObjects/OKCT.woa/wa/room?id=N1BIs>

**Substitute Teacher:**

When I am not here it is imperative that you show respect to the substitute, work on assignments all hour and turn in all work at the end of the hour, finished or not.

**Family and Consumer Sciences (FACS) Materials:**

1 box of Tissue, 1 package of plastic forks and 1 package of plastic spoons- give these to the teacher

2 binder dividers

**100 index cards** (will be used for recipe collection)-keep these until needed in class

During the Child Development Unit, each student will need a 5 lb. sack of \_\_flour\_\_\_\_\_\_\_ and two pair of hose to create their flour sack baby.

In the second semester the students will need to bring approximately $10 to cover the cost of their sewing project supplies which I will order.

**Foods Class Materials:**

1 box of tissue

1 package of dinner size paper plates, the thin cheap ones are fine

2 binder dividers

**Adult & Family Living Materials:**

1 package of small size paper plates, the thin cheap ones are fine.

2 binder dividers

In approximately \_\_\_\_\_March\_\_\_\_\_\_\_\_, the students will need to purchase material and a few sewing notions for their quilt sewing project.

Tear off and turn this page in to Mrs. Mullen

*I have read and understand the course syllabus, classroom procedures and policies. I know that I will have outside reading assignments throughout the semester and if I do not do the outside reading assignments I will receive a 0 for each assignment and may possibly fail the class.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Student Signature*

*I have read and reviewed the course syllabus, classroom procedures and policies with my student. I give my student the permission to watch “Biology of Prenatal Development” about conception, fetal development and child birth , “STI’s: Fact and Fiction”, and “Abstinence First: Teen Birth Control Decisions”. Not all classes will watch these DVD’s.*

*I know that my student will have outside reading assignments throughout the semester and if they do not do the outside reading assignments they will receive a 0 for each assignment and may possibly fail the class.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date Parent/Guardian Signature*

*\*Returned with parent/guardian signature on the first Friday of school will earn a candy reward for your student. This also counts as a grade for the class.*