

***Family and Consumer Sciences Department***  
***Class Procedures***  
***Mrs. Kline***

**Entering Class:** Enter class and get ready to begin class by getting out journal or other needed items. Make sure pencils are sharpened and restroom break has been taken. All purses, bags, and items other than writing instruments or class books and materials must be stored under seat, not on tables.

**Class Dismissal:** You are dismissed by the teacher, not the bell. No standing by the door.

**Classroom Learning:** A variety of methods are used in Family and Consumer Sciences to teach the curriculum. Lab, hands-on, discussions, games, activities, student sharing, and teacher instruction are some of these methods. Be respectful of the teacher or others who have the floor, and treat them as you would like to be treated. Remain in your seat and give them your eye contact and full attention. Avoid interruptions, raise your hand and wait to speak. Don't be up or at the teacher's desk without permission.

**Journals:** When given, they are completed at the beginning of class as soon as you arrive. They will be on the Smartboard and pertain to your particular class. Unless it is more involved and you are told otherwise, you will receive a total of 10 points each day for completing these. 1 point-date, 2 points-question, 7 points-answer.

**Bell Work:** In some cases, an assignment other than a journal occurs at the beginning of the class. Instructions for these will also be on the Smartboard.

**On-the-Job:** Every two weeks you receive a grade for "You." The skills you are learning in the classroom are helping to prepare you for the world of work. Just as in a job-your attitude, participation, responsibility, clean-up, punctuality, and attendance are aspects of success and will be worth 5 points daily.

**Make-up Assignments:** If you are absent, it is **your** responsibility to find out what you missed. If you are absent on test day, you will make up the test on the day you return to class if possible. In many cases, test may need to be made up before school or during Encore. All students should check with teacher for any work that will be missed before attending any out of class activity.

**Grading for Late Assignment:** A deduction of a letter grade will be assessed for each day your assignment is late up to one week past the due date. After one week it becomes a zero. If the assignment includes something being presented in class, arrangements for a late presentation will have to be made.

**Care and Storage of Material:** Please use your assigned class tray to store any items you will need for this class. Journals should not leave the room; they should be stored in tray. Books or items that are too large will be assigned a certain area in classroom and stacked or stored neatly. Items should not be left on tables or desk by the door; take items with you when you leave this class.

**Technology:** Computers and iPads are available for classroom learning. Absolutely no downloading of games or other use in class other than for assigned educational purposes. Class is not dismissed until all iPads/computers are back in storage cases and plugged in at appropriate slot.

**Food and Beverages:** No food or beverages are allowed in the classroom on a regular basis. These will be available only on special occasions or as a part of classroom learning. Only water bottles with a closed lid will be allowed; no pop or candy. If you choose to chew gum, use good manners. No smacking, blowing bubbles, etc. If I see it, I will ask you to dispose of it in the trashcan.

**Doors:** The front door to classroom is locked during class time and should not be answered or opened by the students. Please leave that to the teacher. The back door is always kept locked and only used during an emergency drill.

### ***Classroom Rules and Discipline Plan***

Our classroom rules have been written by past students in order that we can have a positive and safe learning environment. All students have the right to learn without ridicule and disrespect. The teacher can have the best teaching environment when students are respectful and express a desire to expand their knowledge. As a result of these elements, class can be a fun place to learn something new each day. Our rules for this class are:

1. Respect others, their property, and their feelings.
2. Be polite.
3. Speak in a normal voice.
4. Clean up your mess.
5. Have fun!

Procedures that will be followed for failure to practice and exhibit class rules include:

- Verbal Warning
- Consequences determined by teacher
  - > These will be logical and determined case by cases. Possible consequences may include:
    - ✓ Separation/removal from class or project
    - ✓ Completion of Attitude Adjustment form
    - ✓ Detention in FACS room before or after school
    - ✓ Bookwork instead of participation in class activity
    - ✓ Visit to the Office
    - ✓ Call to Parents