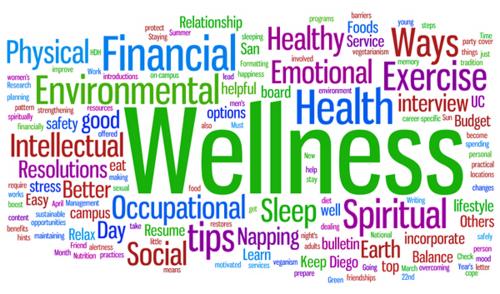
Principles of Family and Human Services

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Welcome to Principles of Family and Human Services class. I am looking forward to a wonderful semester filled with FUN and LEARNING. I have high expectations for you and what you will be learning. This syllabus will provide with a brief overview of the course and a detailed description of the class procedures and expectations.

**Course Description**: Students learn life literacy skills; individual, family, and community systems; and core functions of the human services field. Emphasis is placed on human development, professional skills, diversity, analyzing community issues, life management, and human ecology. English/language arts, social studies, mathematics, science, technology, interpersonal relationships are reinforced.

**Course Structure**: A variety of learning styles will be addressed in this class and are reflected in the structure of evaluation for the course. Class time will consist of lecture and class discussion as well as group and individual activities.

**Objectives Covered in this Course:**

1. Understand skills needed for personal and professional success

2. Understand life literacy and management

3. Understand individual and family systems

4. Understand Community Systems

5. Understand the human service field

6. Understand professional skills needed in the human service field

**CLASS EXPECTATIONS :**

**1.**      **Respect yourself, the teacher & others**

         Show respect for the teacher, yourself and others at all times.

         Respect yourself and the rest of us by using **Appropriate Language**

         **BE A KIND PERSON**

**2.**      **Give your best effort at all times**

**3.**      **Be prepared for class each day**

         Come prepared with all materials necessary:

         An organized class binder with paper and pencil

        **Charged** Chromebook

**4.**      **Pay attention, participate and ask questions**

**CLASS RULES**

**1.**      **Silence cell phones & all other electronics**

         Electronic devices are NOT permitted to be used in my classroom without the instruction to do so from me or another staff member.

         Cell Phones should be silenced during in class and either sitting on your desk or completely put away. While you are allowed to have cell phone in sight, you may not actively use them during class. Ear phones/buds are only allowed when teacher has given permission; the permission will be granted incident by incident upon request. Chromebooks will be used frequently but should not be opened on your desk until you have gotten permission to do so.

**2.**      **No food or drink, except water**

**3.**      **Arrive to class on time & ready to learn**

**4.**      **Never line up at the door before dismissal**

**5.**      **Do not cheat, plagiarize, or copy work**

**6.**      **Use polite and appropriate language**

**7.**      **Do your best work & turn it in on time**

**CLASS CONSEQUENCES**

**1.**      **Verbal warning**

**2.**      **Call home**

**3.**      **ISS- In School Suspension**

**4.**      **Referral to the office**

\* Serious offenses can, at the teacher’s discretion, result in more severe consequences regardless of previous steps taken.

**MATERIALS:**

1. 3 ring binder/notebook paper
2. Pens and pencils
3. Glue Stick
4. Dividers
5. Magic markers
6. Colored pencils

**Grading Policy & Scale**: Major tests will be administered after the units are completed. Projects and Labs will count as a major test grade.

**\*\* Tests and quizzes MUST be made up within 5 days of returning to class after an absence.**

**GRADING SYSTEM:**

1. Participation/Notebook Check 20%
2. Class Assignments/Quizzes 40%
3. Tests 40%

The following is the grading scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A**  90 - 100 = 4.0 | **B**  80 - 89 = 3.0 | **C**  70 - 79 = 2.0 | **D**  60 - 69 = 1.0 | **F**  < 60 = 0.0 |

**CLASSROOM PROCEDURES:**

1. **Starting Class:**
   * Bring all necessary materials with you to class
   * Enter class quiet and respectfully
   * Sharpen all pencils **before** the bell rings
   * Get all materials out and ready before the bell rings
   * Begin warm-up activity posted as soon as the bell rings.
2. **During Class:**
   * No talking during announcements
   * Remain quiet and attentive during teacher instruction
   * Participate in class discussion with relevant thoughts and ideas. Raise hand if you have a question or comment and wait on teacher to call on you.
   * Working in groups
     + Be respectful to everyone in your group
     + All group members are expected to participate
     + All group members are responsible for making sure their area is properly cleaned after group activities.
   * **Leaving seat**
     + Only when directed by the teacher
   * **Leaving room**
     + Only with hall pass (school wide policy)
     + Only if absolutely necessary.
     + You will not be allowed to return to your locker to get materials that should have been brought to class

**3.**      **Turn in work to the proper basket**

         Homework is due at the beginning of the hour when you come to class.  Turn in ALL work to the basket labeled with your class period on it.  All make up work from being absent will be accepted up to 5 days after returning to school. No other late work will be graded.

**4.**      **Tardy Policy**

* We will follow school policy. A note from the office must be provided.

**5.**      **Pick up after yourself before you leave**

**6.**     **Get missed work from absent bin, then ask the teacher**

         Attendance is essential for learning.  Being on time and present in class physically and mentally will be part of your overall grade.

         If you are absent, it is your responsibility to obtain any missed classwork.  Begin by looking for missed handouts in the ABSENT bin pertaining to your class hour and the date missed  Follow-up with the teacher if necessary.

         Make arrangements to take quizzes and tests immediately.  It is your responsibility to make these arrangements; I will not and cannot track you down.  If you do not make-up quizzes in a timely manner (before graded quizzes are returned to the students who were present), you will earn a “zero” on the quiz or test.

**7.**      **Hall Pass and Late Work**

* + Please wait until the end of instruction to use the restroom if possible. Please always get permission from the instructor before leaving the room and always take a hall pass with you, this is school policy.
  + **LATE WORK WILL NOT BE ACCEPTED.** If you are absent you will have

5 days to turn in missed work, after the 5 days no more make-up will be accepted.

1. **Miscellaneous**
   1. Teacher’s desk is off limits unless given permission.
   2. No exam exemptions**. All students are required to take the final exam.**
   3. No improper use of Chromebooks in class. Chromebooks must be used for what we are doing in class.
   4. Every student is expected to participate in group projects and present them to the class. Opting out of presenting is not an option, without having a serious impact on your grade.
   5. **HAVE FUN ☺**