



Course Description:

Career and Personal Development focuses on the young adult as an individual preparing for responsibilities related to the workplace, college, and adulthood. The student will gain self-awareness, career and military knowledge and exploration, employability skills, leadership, apply for colleges, apply for scholarships, and family management skills.

Family, Career and Community Leaders of America, FCCLA, is a youth organization for young men and women enrolled in Family and Consumer Sciences. The objective of the organization is to promote personal growth, character development, career readiness, and leadership opportunities. FCCLA will be incorporated into the Adult Living curriculum. You are encouraged to become a member of FCCLA (\$40 dues), but it is not required and membership does not reduce or improve your grade.

Rules / Expectations:

- Be Honest – If it isn't yours, don't take it! Refrigerators ~ Supplies ~ Food
- Be Kind – Treat others the way you want to be treated!
- Be Respectful – Use manners, don't interrupt, use appropriate language!
- Be Responsible – Be prepared (pen/pencil every day) and Clean up after yourself!
If you get something out, put it back! If you open it, close it!
- Be Safe – Take your time, understand use of equipment, no horseplay, respect the space of others!

Policies and Procedures:

School Norms - R-O-A-R

- ☐ **R-espectful-** Be polite, gracious and accepting.
- ☐ **O-ptimistic-** Be positive, cheerful and confident.
- ☐ **A-ccountable-** Be answerable, trustworthy and reliable.
- ☐ **R-esilient-** Be resourceful, strong and flexible.

For behavior infractions, please see the behavior flow chart located in the back of the classroom.

- **Attendance Policy**
 - Students are responsible for making up missed work. Please consult the weekly agenda in Schoology.
 - Students have two days to make up work for each absence. If a student is absent for more than two days, arrangements should be made to get assignments by contacting the FHS office if Internet access is unavailable.
 - For assignment deadlines announced well in advance, the due date remains in place whether absent or not.
- **Tardy Policy/Classroom Absence**
 - When the second bell rings, the classroom door will be shut. Students who are not in the classroom before the door shuts will need to go to the office for an admit slip. The tardy policy is schoolwide.

- If a student is tardy due to work for another teacher, he/she needs to bring a note from the teacher.
- **Classroom Absence**
 - Per building policy, students will not be allowed to leave the classroom for the first 30 minutes of class.
 - Only one student is allowed to leave at a time and must surrender his/her cell phone before leaving.
 - Barring rare circumstances, students have five minutes to conduct their business before being marked truant.
- **Assignments**
 - All assignments are due on the specified due date.
- **Late Work Policy**
 - As per schoolwide policy, assignments that are late but turned in within 24 hours will be accepted for up to 70% of full credit. Late work that is turned in before the unit ends will be accepted for up to 50% credit. Late work may not be accepted beyond the conclusion of the unit.
- **Guest Teacher**
 - The guest teacher will be in charge and should be treated with respect at all times.
 - Students exhibiting disrespectful behavior will be given an automatic lunch detention.
- **Food/Drink**
 - Students will be allowed to eat snacks or drink in my room as long as it is accepted in the school wide policies. Please clean up after yourself as I get ants and mice.
- **Cell Phones (Schoolwide Policy)**
 - Upon entry to the classroom, students must put their cell phones in their pockets or backpacks. After the dismissal bell rings at the end of the hour, students may collect their cell phones.
 - Cell phones are not allowed during class time. If the phone is visible and not in your pocket or backpack during class, the student will be asked to turn his/her phone over to the staff member. Failure to comply after the first request is considered insubordination. Phones may be used during passing time, lunch, before school, and after school, but they may not be used during class time unless the teacher gives temporary permission during a specific academic classroom activity. Students who bring their cell phones to school do so at their own risk. Filer High School will not be responsible for lost, broken, or stolen cell phones.
 - Smartwatches are not exempt. If a student is found texting, messaging, or otherwise using his/her watch as a cell phone during class time, he/she will be subject to the same consequences as cell phones.
 - The consequences for inappropriate cell phone use are:
 - 1st offense: Student warning, and the cell phone returned at the end of the day at the office.
 - 2nd offense: Lunch detention, and the cell phone returned at the end of the day at the office.
 - 3rd offense: Lunch detention, and the cell phone returned to a parent/guardian.
- **Computer Policy**
 - Students need to come prepared each day with their charged Chromebooks. During teacher instruction, screens should be closed.
 - See [Chromebook Handbook](#) for further expectations of use.
- **Academic Honesty**
 - Plagiarism will not be tolerated at Filer High School. There are various forms or levels of plagiarism, and you are responsible for knowing and avoiding all of them. You may not use the ideas, words, or work of others without stating that the material was derived from a source other than yourself. Using ideas or papers from the Internet, *Cliff's Notes*, Spark Notes, or other students is considered plagiarism.

Parent Signatures, Information, and Permission

Please sign the following, detach from the previous pages, and have your child return this portion to me. Thank you!

Videos:

There may be times during the semester, when the class will watch a video or a snippet of a video to enhance the curriculum. The video may be G, PG, or PG-13, and approved by the FHS administration. If you allow your child to watch videos with these ratings, please sign below. If not, please indicate what is appropriate for your child in the lines below. I will respect all requests made by you, the parent(s)/guardian(s).

STUDENT'S SIGNATURE: _____

PARENT'S SIGNATURE: _____