

Principles of Human Services

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Conference Period: First Period from 8:30 to 9:05 am

Tutoring Opportunities: By appointment

Class Materials:

- One subject spiral style notebook, or notebook paper in your dedicated FCS section of your schoolwide binder
- Pencils and/or Pens
- Highlighters, Markers, Colored Pencils (Recommended, not required)
- Students will be participating in a sewing project, fabric and notions supplies will be sent home two weeks prior to the start of the project.
- Access to Canvas

Access to Canvas and Office365 tools is available to students through our [Single Sign-on Portal \(SSO\)](#). Students receive their SSO login during enrollment.

Course Description:

(1) This course will enable students to investigate careers in the human services career cluster including counseling and mental health, early childhood development, family and community, and personal care services. Each student is expected to complete the knowledge and skills essential for success in high-skill, high-wage, or high-demand human services careers.

(2) Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations.

Course Goals:

Students who complete this course successfully will be able to:

Use the real-world applicable skill set of self-awareness, responsibility, communication and an awareness of interpersonal relationships to solve challenges and daily tasks that may arise in a diverse global society.

Student Evaluation:

The grading system for this course is as follows:

- Grade averaged 60% Major 40% Minor
- Major grades – tests (including District Common Assessments, six weeks assessments, projects, final essays, research papers, presentations); minimum three per six weeks
- Minor grades – quizzes, daily assignments, journals; minimum ten per six weeks
- Semester exams will count 1/7 of the semester grade
- A letter system (S, N, U) is used to report a student’s conduct based on proper/responsive conduct and citizenship
- Per Board Policy EIA (LOCAL), “The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a **failing** grade. This policy applies only to initial identified major grades and does not apply to daily assignments, quizzes, six-week test, and semester final examinations. Upon reteach and retest, the new test, project, etc. recorded will be a high score of 70%.

Classroom Expectations:

Please be on time, on task, and prepared to learn every day. Be responsible for your own learning and be respectful of yourself and others. This class has a no-tolerance policy for rowdy behavior, unsafe activity or “horse play.” Students

who do not abide by appropriate behavior and safety standards will not be able to participate in food/cooking labs or sewing labs and projects. Students who are not able to participate in labs will be given an alternate assignment. Students in this class are expected to follow campus and district code of conduct.

Attendance/Tardy Policy/Make-Up Work:

- When a student is absent from class they are to check for make-up work upon returning to class. They will have a minimum of three days to complete any missing daily work, without penalty.
- If a student is absent for a test or quiz, the student will need to come in before or after school to make up the missing assessment within one week of returning.
- Students will be counted tardy to class if they are not in the classroom when the bell rings.

Attendance/Tardy Policy/Make-Up Work:

Instructional time is bell to bell, so if you are not physically present and engaged, you are missing valuable learning. Please be on time and ready to learn.

- 2 Tardies = Verbal Warning
- 3 Tardies or more = After School Detention

Late Work: Per district guidelines an assignment may be turned in under the following guidelines:

- 1 school day late – maximum score is 85
 - A 100 would record as an 85 (100 x .85)
 - An 80 would record as a 68 (80 x .85)
- 2 school days late – maximum score is 70
 - A 100 would record as a 70 (100 x .70)
 - An 80 would record as a 56 (80 x .70)
- 3 school days late – maximum score of 60
 - A 100 would record as a 60 (100 x .60)
 - An 80 would record as a 48 (80 x .60)
- No late work will be accepted after 3 school business days and a zero is recorded in the grade book.

Should a student become ill and unable to attend class, they may log in to Canvas or email Mrs. Grotts to obtain missing assignments. Students may also see Mrs. Grotts upon their return to school for missing assignments. Please note: Students are responsible for any assignments, notetaking or learning that is missed. Per district guidelines, students shall have a time equal to days absent from class plus one day to complete all missed assignments. Make-up tests or projects should be scheduled before or after school to prevent a student from missing additional class time.

Preliminary Schedule of Topics, Readings, and Assignments

Personal Characteristics for Success
Counseling and Mental Health
Family and Community Services

Consumer Services
Early Childhood Development
Personal Care Services

Academic Integrity:

Academic integrity values the work of individuals regardless if it is another student’s work, a researcher, or author. The pursuit of learning requires each student to be responsible for his or her academic work. Academic dishonesty is not tolerated in our schools. Academic dishonesty includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and considers written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. The teacher and campus administrator shall jointly determine such action.