

LIFE SKILLS COURSE OUTLINE B-DAY

Teacher:
Phone: 410-674-7710 ext. 211

Planning Period: 2
(8:55 a.m. – 10:20 a.m.)

RATIONALE

This course focuses on developing the student's academic, life, and workplace skills. Included in the content are ways to: develop life goals, improve time management, enhance memory techniques, reduce test anxiety, and expand critical thinking processes. A variety of exercises and labs will be used to facilitate student learning.

PRESENTATION OF CONCEPTS

First Nine Weeks

- | | |
|---------------------------------|--------------------|
| A. Orientation and Introduction | E. Chapter 4 |
| B. Chapter 1 | F. Chapter 5 |
| C. Chapter 2 | G. Chapter 6 |
| D. Chapter 3 | H. Word processing |

Second Nine Weeks

- A. Chapter 7
- B. Chapter 8
- C. Chapter 9
- D. Accounting Simulation Packet

Excused Absent Notes

Must be provided to the teacher within three days of the absence. If a note is not provided the absence will become an illegal absence.

MATERIALS

- ◆ Textbooks are a class set and are not assigned to students.
- ◆ Supplies Needed
 1. A three ring binder
 2. Lined paper, pens and pencils

Make-up Work

It is the student's responsibility to get make-up work from the teacher upon their return to class after an absence.

Make-up Days

Make-up days are scheduled for Mondays and Wednesdays from 2:00 – 4:00 p.m.

GRADE COMPUTATION

90% + = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
0 - 59% = E

GRADING SCALE 1ST Nine Weeks

50% = Classwork
30% = Work Habits
20% = Test & Quizzes

GRADING SCALE 2ND Nine Weeks

40% = Classwork
40% = Work Habits
20% = Test/Quizzes

- Homework will be assigned twice a week.
- Professional attire will be required for class once a week.
- The Academic Dishonesty Policy of Meade Senior High will be strictly followed.

LIFE SKILLS CLASS RULES

1. **Care of Materials.** Each student is responsible for the care and cleanup of his or her assigned work area.
2. **Food and Drink.** You may not bring food and drink into the classroom.
3. **Make-up Work.** Students are responsible for completing all work missed during an absence and should schedule a make-up day with the teacher within two days after returning to school. All work missed must be made up within a week. Any work not made up will be counted as a zero.
4. **Attendance.** Three or more unexcused absences during a marking period will result in an automatic failure. Students are to have no more than six absences during the semester.
5. **Absence notes.** You must assume responsibility for presenting your absence note or pass at the beginning of class. Absence notes must be presented within three days. Failure to present your absence note on time will be counted as an illegal absence.
6. **Deadlines.** You must meet assignment deadlines. Work will not be accepted late. Exceptions for unusual circumstances will be dealt with on an individual basis.
7. **Promptness.** You must be in the classroom when the bell rings. Three unexcused lateness will result in a referral to the office for administrative action.
8. **Rest Room Privileges.** No passes to the lavatory will be given during class except for emergency situations.
9. **Courtesy.** Everyone deserves respect. Please be courteous to your teacher and your fellow classmates.
10. **Class Preparation.** You must come to class prepared. Bring all required materials to class every day. Also, please bring a positive and winning attitude to class every day.
11. **Learning Behavior.** You must be attentive and must not disrupt class. You may talk when permission is granted. You are responsible for all directions given. You must use this class time to do work for this class only.
12. **Dismissal.** When directed by the teacher, clean up your workstation. Place books and stands in proper position, throw waste paper in the trash container, turn the equipment off, hand in assignments, and push your chair under the desk upon dismissal. You will remain in your seat until the teacher dismisses the class.