

Job Skills Prep
SYLLABUS
2016-2017

Teacher: Ms. Mary Mallory
Room Location: Room 159
Course Length: 1 semester

(voice mail) 419-473-8375
(E-mail) mmallory@wls4kids.org
Fees: none

Course Description: A pretest will be given to determine where the students' abilities lie. This is a functional course of study guided by the Common Core-Extended Standards.

Materials Needed:

- 1 Box of Tissues
- 1 Package of facial wipes (baby wipes)

Grading Policy: Students receive grades for all assignments, homework, quizzes, and tests. All work will be graded on a point system. The schools grading scale will be followed. See below:

A+	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B	83-86	C	73-76	D-	60-62
B+	87-89	C-	70-72	F	0-59

Class assignments: Students will be graded on their participation, Cooperation, Application, Leadership, Student Responsibility, Teacher Observation, Communication, Organization and Performance as well as Assessment, students grades are based on the point system stated above.

Rules: Students will be expected to follow all of the school rules while in and out of the classroom. Students are expected to treat everyone with respect. Students who act out in class will be given 1-2 verbal warnings and or redirection; if the behavior continues more than two days in a row the parent/guardian will be notified.

If students are absent please call in and leave a message for Ms. Mallory at 419-473-8375, or feel free to text me at 419-902-1132.

I HAVE READ AND DISCUSSED THE ABOVE PROCEDURES AND INFORMATION. I UNDERSTAND WHAT IS EXPECTED OF ME.

(Student Signature)

(Parent Signature)