

Crystal Leiva, M.Ed.

Hooks High School

2023 - 2024

Class Information Packet

Courses: Principles of Human Services, Professional Communication, Food Science & English Lab

Schedule:

A Day

1 Prin. of Human Services
2 Professional Communication
3 Conference
Lunch
Homeroom
4 Food Science
8 Prin. of Human Services

B Day

1 Principles of Human Services
5 Family & Community Services
6 Food Science
Lunch
Homeroom
7 Food Science
8 Principles of Human Services

Conference Hours: Students may see me between classes or parents may come during my conference time. Please call or email ahead if you are coming to campus.

Email: leivac@hooksisd.net or crystal.leiva@gohornetsgo.com

Supplies:

You will need –

- **Folder**
- **Pens:** blue or black
- Charged Chromebook/Labtop

If you have trouble getting supplies for class, let me know so we can work something out.

Grades:

Grading scale:

A=90-100

B=80-89

C=70-79

D=60-69 and ineligible for extracurricular activities

F=below 60 and ineligible for extracurricular activities

If you have any questions about the grading scale or your grade in the class, please feel free to ask me after class.

Late work will NOT be accepted after the six weeks has ended. It is **your responsibility** to get papers to me for a grade...you are seniors now and have to step up and start "adulting." I will remind you about due dates, but I will not hunt you down for papers! A grade of "0" will be entered into the gradebook for a missing assignment if not turned in the day it's due, even if excused. This is to remind you to turn in the assignment. If the absence is excused, a grade without a "late" penalty will be entered when the assignment is received. If an assignment is simply turned in late, the highest starting point will be 80%, not 100%. An extra 10 points will be counted off per day until it is turned in. **It is considered late if not turned in by 3:35 pm the day it's due.** Students who continually turn in late papers will be assigned Saturday School.

Absent/Tardy:

If you are late to 2nd/5th period, bring a pass from the office. If you are late from another class, bring a note from that teacher. Three tardies (without a pass) in one six week's period will result in detention.

If you are absent because of a school-related event, you have one extra day to turn in your assignment (regardless of A or B day.) Example: an essay is due Tuesday; you miss Tuesday due to a basketball game. You must turn in your essay Wednesday by 3:35 or it will be considered late and you can receive no higher than an 80. If you are absent and it's unexcused, see me and we'll make arrangements.

Bathroom Breaks:

You are expected to be able to go from point A to point B by yourself, without walking all over campus. If you need to go to the bathroom, go before class. If you're not loitering in the halls, you will have time to go. (Time management is a good thing to start working on now!)

Follow these rules when you go to the bathroom:

1. Take the appropriate pass. (There is a Boys and Girls pass.)
2. You may only be gone a maximum of 4 minutes.
3. You MUST sign out on the sheet on the clipboard, and sign back in.
4. No leaving during work time.
5. No pit stops – go straight to the bathroom and straight back; do not make Tik Toks, go to the snack cart, or bring anything else back with you!

If you abuse or break these rules, you will lose your bathroom privileges.

Cell phones:

Cell phones are allowed in the café and outside. There are times when we will use our phones for educational purposes, but unless I give you permission, you are not to have them out in class. They must be put away. The first time I take up a cell phone, I will give it back after class. IF it continues to be a daily issue, you will need to put it in the provided basket upon entering class DAILY. I can send it to the office and you will have to pay \$15 to get it back.

Dress Code:

If you are out of compliance with dress code, the school counselors or Coach Jackson will address the situation. Be sure you read the Dress Code portion of the Student Code of Conduct.

Behavior Expectations:

I expect you to:

- Use appropriate language (no cursing, street slang, language I don't understand, etc.)
- Keep things on your desk, not in the air.
- Participate in class discussion.
- Stay in your seat.
- Respect the teacher and other students.
- Be prepared for class each day.
- No food or drinks, other than water, allowed in class.

- Conduct yourself in ways that make parents, teachers, administration, and community members proud.

If I have to constantly call you out for talking, being out of your seat, or being disrespectful, we will have a talk, and I will use detention, referrals, and other creative consequences as necessary. If it continues, I will contact your parents/guardians.

Plagiarism:

Plagiarism will not be tolerated in any form! The consequences of plagiarism in academia and real-world settings can be severe (just ask Jay-Z, Wiz Khalifa, Pharrell Williams, Ed Sheeren, to name a few...)

- [pley-juh-riz-uhm] noun 1. An act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author; 2. A piece of writing or other work reflecting such unauthorized use or imitation
- Synonyms: appropriation, infringement, piracy, counterfeiting, theft, borrowing, cribbing, passing off

Cheating off another student is also considered plagiarism. Collaborating with another student without permission is also cheating. If I find that students share work, those students will receive a 0, with no opportunity to make it up.

I reserve the right to add, make changes, or completely throw away this form at any time throughout the year. This year is going to be exciting as you learn new things for your next step into the real world. Let's make it a step in the right direction!