**Welcome to Occupational Preparation Science!**

**Mrs. Kittrell**

**Open Gates Classroom**

**Communication:**

When there is open communication between the student, parent and teacher, much can be accomplished. Information for my Occupational Preparation Science Class will be published on my web page. My web page my be accessed through the Staff tab of the GCHS web site OR by searching for mrskittrell.weebly.com. On my web page, you will find a link to my E-mail [kittrellrs@gatescountyschools.net]. You may reach my by phone at GCHS [252-357-0720, Ext.254] before school, after school and during my planning from 8:15-9:30am.

**Course of Study**

This program is designed to prepare your student to enter the work force with marketable skills. Class skills will include work ethics, resume preparation and interview skills. We will also be doing volunteer work to gain work experience in a variety of areas. I have attached the Occupational Preparation Course of Study for your convenience.

**Classroom Expectations:**

The norms and guidelines are based on respect for each other and creating a safe learning environment.

*Each student should . . . .*

1. Pay attention and follow the directions of the teacher. Talking during class time should be teacher directed.

2. Be in class ready to work when the Tardy Bell rings.

3. Be prepared for class with text, notebook, paper, pencils, homework, etc.

4. Attend class with an open mind, willing to learn.

5. RESPECT others and their property.

**Consequences:** 1st – Warning

 2nd – Warning

 3rd – Pink slip from class and phone call home

**Determining Proficiency:**

**You** are responsible for doing your class work and homework. Homework checks will occur to see that students are doing homework. Students that do their homework are more likely to achieve success. Pop Quizzes may occur at any time during the week to evaluate your ability and encourage you to do your homework. If you do not understand, please ask for help before school, after school, during lunch or club time. **If you need to make up work or would like extra help, please schedule time with me for after school tutoring.** I am here to help you succeed. You must put forth the effort to learn.

**Class attendance** is extremely important. It is difficult to make up lost experiences. You must make up missed work in three days of returning to school. It is your responsibility to complete missed assignments so that you do not get further behind.

**Grades** for each 6 weeks will be a straight average.

The **Final Exam is 25% of your course grade**.