

<b>Location</b>	<b>Room 4 - 9th period (2:04-2:48)</b>	
<b>Instructor</b>	<b>Mrs. Ingley;</b>	
<b>Planning Period</b>	<b>7th Period (12:30-1:14)</b> <b>Phone: (724) 300-3011</b>	<b>Parent-Teacher Conferences may be scheduled by contacting Mrs. Ingley via phone or email..</b>
<b>Email</b>	jingley@mercer.k12.pa.us	
<b>Class Website</b>	http://www.mercer.k12.pa.us/...	
<b>Description</b>	This course is designed to prepare students for making career choices, learning job skills, navigating websites, social skills, and money skills	
<b>Required Materials</b>	Pencil Folder Positive Attitude	
<b>School policies</b>	<ol style="list-style-type: none"> <li><b>1. No cheating</b></li> <li><b>2. No cell phones in class</b></li> <li><b>3. No food</b></li> <li><b>4. Follow dress code</b></li> </ol>	<p style="text-align: center;"><b>Late to Class</b></p> <p>“Students reporting late to class must secure a pass from the previous teacher if they were legitimately detained. Without such a pass, the student will be liable for detention.”</p>
<b>Grading</b>	<p>Grades are based on the following:</p> <p>Participation Bell Ringers Projects Class work</p>	<p style="text-align: center;"><b>Cell Phone Policy</b></p> <p>The classroom is a no cell phone zone unless otherwise instructed by the teacher. <i>“Contacting a parent/guardian by using a cell phone without permission will be considered a violation of the cell phone policy.”</i> All cell phones seen in class will be confiscated and delivered to the office as outlined in the student handbook.</p>
<b>Classroom Rules</b>	<p><b>FOLLOW THE 4 B’s:</b></p> <ol style="list-style-type: none"> <li><b>1. Be on time</b></li> <li><b>2. Be prepared</b></li> <li><b>3. Be respectful</b></li> <li><b>4. Be aware of assignments</b></li> </ol>	<p style="text-align: center;"><b>Make-Up Work</b></p> <p>“Students are required to make up all missed work within a maximum of one school week after returning from any absence. Teachers may require student’s makeup work within a like number of days for any absence i.e, two days absent – two days to complete the missed work. If a student is absent on the day of a scheduled assessment they will be required to complete that assignment on the day he/she returns to school unless other arrangements are made with the teacher.”</p> <p>“For one day or one period school-related absence (athletics/academic games, etc) – it is the student’s responsibility to make up the work upon their return to the classroom. It is recommended that they see the teacher ahead of time to determine what they will miss while they are gone. <u>The student must have all assigned work completed upon the 1<sup>st</sup> day returning from a pre-approved trip.</u> Any assessments must be completed on the day of return unless other arrangements are made with the teachers.”</p>
<b>What Happens If A Student Breaks A Classroom Rule?</b>	<ol style="list-style-type: none"> <li><b>1. Warning</b></li> <li><b>2. After school detention</b></li> <li><b>3. Parent contact</b></li> <li><b>4. Referral to office</b></li> </ol>	

**Additional Help**

**Students who seek additional help should make an appointment with the instructor. Students may also acquire a pass from the instructor to receive assistance during the advisory period at the end of each school day (2:51 – 3:15).**

**Tutoring**

Extra Assistance is available on a regular basis during after-school hours (Tuesdays and Thursdays from 3:15 to 4:15) by contacting the Guidance Office at (724)662-2272. It is the student's responsibility to seek such tutoring if needed.