

## Sewing Rules and Procedures

### General Rules:

1. Do not talk when others are talking
2. Sit in your assigned seat daily
3. Do not lean back in chairs
4. Keep your personal space neat and clean
5. Respect others and their property.

### Sewing Lab Rules

1. No machine sewing or cutting may be done at home. You may rip out stitching pin, press, stuff, or hand sew things that are to be hand sewn at home if you feel it is necessary to complete your project on time.
2. Sewing supplies and equipment are to be used for their intended purposes and not to be abused. Alternative projects will be given to those who chose to abuse the equipment.
3. Sewing projects must be handed in on the due date or before to receive a grade.
4. You must do your own work.
5. Costs: Lost Bobbin = \$1.00 Lost or broken bobbin Case = \$50.00  
Broken Machine = to be determined upon damage assessment
6. Look over your machine before you begin sewing so you may report any previous damage before you are blamed for it.
7. Use Bobbin Case check out sheet to check in and out Bobbin cases
8. Perform assigned cleaning chore each day for participation points
9. Listen closely to directions and read instructions BEFORE starting projects and class work.
10. In order to receive participation points for each day you will do assigned activity.
11. There are 3 tests and assignments that MUST be completed with passing grades before you receive your sewing pass (bobbin and certificate).

### Sewing Assignments

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| 1. Sewing machine, lab procedure, and vocabulary test. | 40 pts  |
| (must receive at least a 36/40 to move on)             |         |
| 2. Machine threading demonstration.                    | 10 pts  |
| (must be approved by Mrs. Tracy to get bobbin)         |         |
| 3. Sewing practice papers                              | 25 pts  |
| (must get 20/25 to receive sewing pass certificate)    |         |
| 4. Aroma-therapy bag                                   | 30 pts  |
| 5. Pillowcase  | 80 pts  |
| 6. Quilted Pillow                                      | 100 pts |