THE • DEPT • OF • EDUCATION • OF • THE • CITY • OF • NEW • YORK

**NEW UTRECHT HIGH SCHOOL**

**Maureen A. Goldfarb, Principal**

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**(718) 259-5526 (fax) Art, Technology and CTE Department**

Technology Department Grading Policy and Contract

**Fall Semester 2018**

1. SUPPLIES

A notebook, pens, pencils and a folder are required in the technology class. Get a folder to keep all handouts, tests and quizzes for future study purposes. Additionally, a flash drive may be required for specific technology classes.

Teachers will distribute textbooks or workbooks to students at the beginning of each class. Students are required to return the textbook or workbook at the end of each class in the same condition in which they received them. Students may request a copy of the textbook to take home from the teacher.

Any textbook or workbook distributed to a student must be returned upon request or, in any event, at the end of the term. *Students are responsible for lost or damaged materials loaned to them*.

2. HOMEWORK/PROJECT

Homework or projects are assigned on most school days and are due the next day unless stated otherwise. Assignments must be completed thoroughly and conscientiously for presentation in class the following day.

Missing assignments are inexcusable.  They must be made up even when students are absent. Make-up assignments will be accepted up to and including the day of the next scheduled exam, but *assignments submitted after the original due date may not receive full credit*, unless the lateness is due to an excused absence*.*

DO YOUR HOMEWORK: IT RAISES YOUR GRADE.

3. COMPUTER USE RULES

* No food or drink at the computers.
* Report any damage to the computer before you begin your work.
* Login only to the computer that you have been assigned.
* In the last 2 minutes of class, save your work, log off the computer, and clean your area.

Do Not:

* + Download any software or open any attachment unless you get written permission/approval from the teacher.
  + Try to access/modify unauthorized files, servers, and programs.
  + Try to access or create any file that is obscene, vulgar, promoting violence or drugs.

3. ATTENDANCE

Regular attendance is required.  Each time you are absent you must bring in a note from your parent or doctor explaining the reason for your absence.  Cutting or excessive absences will lower the “classwork and participation” portion of your grade; it may also affect your grade due to missed instruction and missed tests.

4. LATENESS

Lateness to class is unacceptable.  In order to be considered “on time” for class, you must be in your assigned seat with your notebook open when the late bell rings.  Excessive lateness to class will lower the “classwork and participation” portion of your grade; it may also affect your grade due to missed instruction.

The hall pass is not available during the first and last 10 minutes of class.

5. TESTS OR UNIT PROJECTS

There are usually two or three tests or unit projects each marking period.  Each is announced in advance.  If you are absent on the day of a test/project, be sure to bring an absence note. Students may not make up tests/projects given during unexcused absences. You should come prepared to take a make-up test/project on the day you return to class. Failure to complete all unit projects may affect your grade.

6. GRADING POLICY

Each semester consists of three marking periods. The grade for each marking period is calculated based on the following factors:

a.  Exams and Quizzes (including any assigned projects)  70%

b. Homework   15*%*

c.  Effort and Participation   15*%*

Final grades for the semester are calculated using the average of the three marking period grades.

7. TUTORING

Computers are available for student use in Room 307 during the school day. Appointments may be set up with teachers for private or group tutoring.

8. PROHIBITION ON THE USE OF ELECTRONIC DEVICES

Mobile phones and other electronic devices may not be used for any purpose. Any violation will be reported to the Assistant Principal or a dean. Devices can be confiscated and parents notified. Any student who makes any video or audio recording in school may be subject to suspension.

Dear Parents:

Please read this Technology Department Grading Policy and Contract carefully, discuss it with your child and sign below.  This part of the contract must be completed, detached and returned to the student’s teacher. It will be kept on file.

Technology Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_

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| --- | --- |
| Student Name (Print): | Student Signature: |
| Parent/Guardian Name (Print): | Parent/Guardian Signature: |
| Parent/Guardian Phone Number: | Parent/Guardian e-mail: |
| Parent/Guardian Address (print): | |