



# SUMMER SCHOOL

**TO:** COMPUTER APPLICATION STUDENTS  
**FROM:** MR. FARHOUD, TEACHER  
**SUBJECT:** CLASSROOM RULES AND POLICIES

DATE: \_\_\_/\_\_\_/\_\_\_ HOUR: \_\_\_

STUDENT PRINTED NAME

PARENT SIGNATURE

## COURSE DESCRIPTION

This course will introduce students to Microsoft Word, Excel, Access, and PowerPoint. Students will become familiar with the functions of each application and produce a variety of documents used in the workplace.

## CLASSROOM MANAGEMENT:

Please **treat others as you wish** to be treated. This philosophy can be examined in the Dearborn School District **Core Values**.

Please follow all rules in the Fordson High **Student Handbook**. For example, no drinks, food, hats, CD players, or iPods are not allowed in the classroom. Power off cell phones when in class.

**No gum/food/drinks** in our computer room. You will be referred to your administrator with this guideline sheet **every time** you are in violation of this FHS policy.

You are **tardy** if you are not in the room **when the bell rings**. Please stay in your seat for the entire class period. Standing by the **door**, either before or after class, mandates a **deduction** in class participation.

**Disruptive** behavior will **not be permitted**. Please raise your hand to let me know that you have a question, and be patient!

Take care in using the **Fordson High facilities**, especially the hardware and software. Please be careful handling the hardware and **NEVER change any software settings** on your computer. If you misuse equipment, a letter will be given to your assistant principal, counselor and parent describing the exact details. **Permanent loss of computer privileges may result from your actions.**

**NO means NO!** Please do not repeat a request that has already been denied by the teacher.

## SUPPLIES:

**Every day – you must bring your notebook and a pen/pencil to class.** Your folder or notebook should be up to date and available for inspection at all times. All handouts, classroom guidelines, notes, and graded assignments **MUST** be kept in the folder. Failure to bring supplies or place your **BOOK** in the correct holder will result in a **2 point** deduction in class participation for each infraction.

## ATTENDANCE:

**Regular attendance** is required, as per the DPS policy. When you **miss a class, you are responsible** for obtaining and completing the daily assignment. **NO make-up work** is allowed for students **exceeding the limits (9 absences)** of the FHS attendance policy.

## EVALUATION:

It is the student's responsibility to complete work to the best of their ability. It may be necessary to complete some assignments after school if you cannot finish during class.

**Class participation is 15% of your grade.** You are initially given 42 points. Class participation and responsibility are very important parts of this class. You need to be here, ready to participate, every day to do your best in this course. Your participation log is your responsibility and should be complete and on time.

**Two points** will be deducted from class participation **for every absence, late, and tardy** that you have in this class.

## CHEATING:

1. Copying work will not be tolerated. **A zero grade** will be given to all parties involved in this poor choice of judgement.
2. Class participation is reduced 10 points each instance.
3. **A letter will be given** to your assistant principal, counselor and parent describing the exact details.
4. Your overall grade will be dropped 20% and I will recommend that **you be removed from the class**, upon your third infraction regardless of the status of the semester.
5. Seating arrangement may be changed

## GRADING METHOD:

- 40% assignments,
- 15% quizzes, and tests
- 15% notebook
- 15% class participation
- 15% exam



## GRADING SCALE:

<b>A 100-93</b>	A- 92-90	B+ 89-87
B 86-83	B- 82-80	C+ 79-77
C 76-73	C- 72-70	D+ 69-67
D 66-63	D- 62-60	<b>E 59-00</b>

## ADDITIONAL POLICIES:

**Extra credit** – Additional points may be award based upon your assistance and contribution to the class.

**Improvements** of our present class policies may be added at any time deemed necessary by the teacher.

Phone usage = Referral

Changing Desktop/Screen Saver: -5 each day

There are no bathroom passes; wait until break