



FORDSON HIGH SCHOOL

TO: KEYBOARDING STUDENTS

FROM: MR. FARHOUD, TEACHER

SUBJECT: CLASSROOM RULES AND POLICIES

COURSE DESCRIPTION

The course objectives focus on proper keyboarding posture and technique, in addition to the care and handling of computer hardware and software. You will learn the format for common business documents. Microtype Pro will be used for learning the keyboard and MSWord will be used for typing documents. Students will also receive an introduction to PowerPoint and Excel.

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, coat, or hats in the classroom.

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! There are other students who may need assistance.

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.

The use of electronic devices such as iPod's or cellular phones may result in detention, confiscation, point deductions or any combination of the aforementioned.

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. Failure to bring supplies or place your materials (books) in the correct holder will result in point deductions.

ATTENDANCE:

Regular attendance is required, as per the FHS 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** of the FHS attendance policy for unexcused absences.

DATE: ___/___/___ HOUR: _____

STUDENT SIGNATURE

PARENT SIGNATURE

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. Please see your instructor for lab hours.

Bell work is to be completed during the time allotted

Class participation is 10% of your grade. You are initially given 90 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.

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

A two point deduction will also be taken for bathroom and other hall passes.

PLAGIARISM:

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

GRADING METHOD:

- 35% assignments,
- 15% quizzes, and tests
- 15% notebook
- 10% bell work
- 10% class participation
- 15% exam



GRADING SCALE:

A 100-93	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	E 59-00

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.