



FORDSON HIGH SCHOOL

DATE: ___/___/___ HOUR: ___

STUDENT PRINTED NAME

PARENT SIGNATURE

TO: COMPUTER APPLICATION STUDENTS

FROM: MR. FARHOUD, TEACHER

SUBJECT: CLASSROOM RULES AND POLICIES

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, coat, or hats in the classroom.

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 your seat **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.

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 **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 FHS policy. When you **miss a class, you are responsible** for obtaining and completing the daily assignment. You have 5 days to make up any missing work and it must be completed at school. **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.

Bell work is to be completed during the time allotted. If you are tardy or late, your bellwork will receive a grade of zero.

No late/missing work will be accepted the last 7 days of the semester.

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. 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:

80% Summative

Tests, Quizzes, etc.

Final Exam represents 10% of the overall grade

20% Formative,

Notebook, Bellwork, Assignments, Participation



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:

Improper use of electronic devices:

1. A reminder to put the item away.
2. A call home to discuss the problem.
3. A referral to the appropriate administrator.

Changing Desktop/Screen Saver: -5 each day
Asking for Pass/Bathroom: -2