ATTENDANCE POLICY

Students are expected to be in class, to be prepared to work, to follow class rules, and to actively participate in class discussions and activities.

- Absences and tardies will be added together; not to exceed four (4) per quarter, per class.
- An accumulated total of five (5) or more absences and tardies will result in no credit for the class.
- A No Credit (NG) will result for the class.
- More than ten (10) minutes late is recorded as a way late (W) which constitutes an absence.

Refer to the 2019-2020 Hillcrest High School Attendance Policy for clarification.

CARE/USE OF EQUIPMENT

Students are expected to utilize the equipment for class work and not for personal items. Equipment failures or unwarranted changes must be reported to the instructor immediately. Failure to report damages or damage due to mistreatment on the student’s part may cause the student to be financially responsible for repair, replacement, fines, etc. The student may also have his/her classroom computer privileges suspended. The student will also be referred to the school administration for disciplinary action.

In the event a student loses his/her computer privileges, book work will be substituted for the remainder of the semester in lieu of computer activities.

GENERAL POLICIES

E-MAIL

E-mail may be utilized as needed in the course curriculum; however, students will not be allowed to access their personal accounts.

INSTANT MESSAGING/CHAT

Students will not be allowed to access either of these services, as they are not integral parts of the curriculum.

PERSONAL MUSIC ELECTRONICS

Students may be allowed to use CD players, iPods, other music devices, or other electronic devices during class at the instructor’s discretion.

INFORMATION NETWORK ACCEPTABLE USE POLICY AGREEMENT

I have read and signed the AUP and have a copy on file with Hillcrest High School. I understand the terms and conditions and agree to abide by the agreement.
Mr. Freeman’s Class at Hillcrest High School maintains the belief in creating a business-like classroom atmosphere to emulate a real-world work environment. This will afford each student the opportunity to develop a reputable work ethic that will be easily transferred into the work environment.

This includes:

- acting and speaking like a lady or a gentleman; inappropriate, vulgar, or abusive language/gestures will not be tolerated.
- being prompt; tardiness is not a desired work characteristic.
- being prepared each day for class; bringing appropriate materials to class.
- handling non-instructional concerns before/after class; students are expected to be in class all period.
- being responsible and completing assigned work; cheating will not be tolerated.
- not bringing food and/or drink into the classroom.
- being attentive during class; maximize your learning opportunity.
- being on task; class disruptions will not be tolerated.

**MAKE-UP WORK**

- Assignments missed due to absences: students will have until the end of the quarter to turn in these assignments for full credit.
- Tests must be made up by the end of the quarter by making an appointment with the instructor.

- It is the responsibility of the student to request missed work.

The lab will be available during Academic Prep Period. Please speak with the instructor for permission to come in and work.

**CHEATING WILL NOT BE TOLERATED!**

**BEHAVIOR EXPECTATIONS**

**GRADING POLICY**

Students will be graded in the following areas based upon the individual teacher’s preferences.

- **CLASS WORK**
  INCLUDES REGULAR ASSIGNMENTS, WORKSHEETS, PROJECTS, ETC.

- **LAB WORK/PARTICIPATION**
  INCLUDES WORK ETHIC, PARTICIPATION, DISCUSSION, ETC.

- **EXAMS**
  INCLUDES TESTS, QUIZZES, CULMINATING PROJECTS, ETC.

- Grading will take place weekly.

- **NOTE TAKING**
  - Learning Objectives
  - Capturing Information
  - Questioning
  - Summarizing

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
</tr>
<tr>
<td>A –</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86</td>
</tr>
<tr>
<td>B –</td>
<td>80 – 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76</td>
</tr>
<tr>
<td>C –</td>
<td>70 – 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 – 69</td>
</tr>
<tr>
<td>D</td>
<td>64 – 66</td>
</tr>
<tr>
<td>D –</td>
<td>40 – 63</td>
</tr>
<tr>
<td>F</td>
<td>0 – 39</td>
</tr>
</tbody>
</table>

Normal rounding will be utilized.
Examples:
89.5 rounds up to a 90
76.3 rounds down to a 76

Please sign and return the lower portion of this form to the instructor within three (3) class periods. If you have any questions or concerns regarding anything in this disclosure statement, please contact the instructor.

I have read and understand the Disclosure Statement for the listed courses.

____________________________________
Student Name (Printed)

____________________________________
Student Signature

____________________________________
Parent/Guardian Name (Printed)

____________________________________
Parent/Guardian Signature

____________________________________
Parent/Guardian E-mail Address

____________________________________
Phone Number

____________________________________
Date