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, way lates, and tardies will be added together; not to exceed four (4) per quarter, per class.
- An accumulated total of five (5) or more absences, way lates, and tardies will result in no credit for the class.
- A No Credit (NG) will result for the class.
- NG Makeup will be required for every absence and tardy that exceeds four (4) in order to avoid the loss of the class credit.
- More than ten (10) minutes late is recorded as a way late (W) which constitutes an absence.
- More than twenty (20) minutes late is recorded as an absence.

Refer to the 2018-2019 Hillcrest High School Attendance Policy for clarification.

GENERAL POLICIES

CARE/USE OF EQUIPMENT

Equipment is to be utilized for school and class work only, and it is the student’s responsibility to notify the instructor immediately of changes or technical failures. Equipment misuse or failure to report any damages may cause the student to be financially responsible for repair, replacement, fines, etc. Students may also have their computer privileges suspended and may also receive a referral to the school administration for disciplinary action. In lieu of computer activities if a student loses his/her computer privileges, book work will be substituted for the remainder of the semester.

CELL PHONES & ELECTRONIC DEVICES

At the teacher’s discretion, students may be allowed to use cell phones, electronic tablets, mp3 players, or other electronic devices during class.

ELECTRONIC COMMUNICATION

Electronic communication will be utilized as needed in the course curriculum which includes Skyward, Canvas, and CSDdocs. Students will not be encouraged to access their personal accounts for privacy reasons.

SOCIAL MEDIA WEBSITES

At the teacher’s discretion, students may be allowed to access social media websites for classroom activities but may lose this privilege due to media containing inappropriate lyrics, language, and/or images in violation of classroom/school/district policies.
**BEHAVIOR EXPECTATIONS**
The Hillcrest Business Department believes in creating a classroom atmosphere that promotes learning through being RESPONSIBLE, RESPECTFUL, and SAFE.

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.
- Refraining from participating in hazing, bullying, and/or harassment within the classroom through any medium.
- Abiding by the school dress code, including no hats, tank tops, or crop tops worn in the classroom.

**If behavior expectations ARE NOT met, a student may be put on contract at the teacher’s discretion. If the contract is not followed, teachers may have students placed in lunch detention.**

**GRADING POLICY FOR DIGITAL STUDIES**

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

- **CLASS WORK – 30%**
  - Including regular assignments, worksheets, projects, etc.
- **STARTERS – 20%**
  - Including engagement, discussion, professional development, etc.
- **ASSESSMENTS – 50%**
  - Including tests, quizzes, projects, etc.

**ALL STUDENTS WILL BE REQUIRED TO USE NOTE TAKING SKILLS THROUGH LEARNING OBJECTIVES, CAPTURING, QUESTIONING, AND SUMMARIZING.**

**CHEATING WILL NOT BE TOLERATED!**

**MAKE-UP WORK**

- Students will be given until the end of each Unit to make up any missed assignments and/or tests.
- It is the responsibility of the student to request missed class work.
- Test Retakes will be available after the completion of required review period.
- Please use APP time to receive extra help.

**LAB FEES**

All business department classes will be subject to a lab fee, as indicated below, which will cover materials associated with electronic technologies, including printer cartridges and paper.

- Semester Business Class ..........$5.00
- Year-Long Business Class ..........$10.00

<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>
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<td>87 – 89</td>
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<tr>
<td>B</td>
<td>83 – 86</td>
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<tr>
<td>B-</td>
<td>80 – 82</td>
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<td>C+</td>
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<tr>
<td>D-</td>
<td>60 – 62</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
</tr>
</tbody>
</table>

Please sign and return this form to the instructor of your class. Questions or concerns may be directed to your specific instructor via email or in person.

I have read and understand the Business Department Disclosure Statement.

____________________________________  ______________________________________
Course Name (Printed)                  Student Name (Printed)

____________________________________  ______________________________________
Student Signature                      Parent/Guardian Name (Printed)

____________________________________  ______________________________________
Parent/Guardian Signature              Teacher Signature

APP
( Academic Prep Period)
Monday – Friday  9:10 am – 9:50 am
In an effort to provide students with extra help, HHS is incorporating APP each day for students to make up missing work, get extra help, take tests, etc.
Welcome to CCR!
I am excited to explore your post-high school options with you! No matter what your plans are—whether you want to continue schooling or enter the business world—this class is designed to help you succeed in today's competitive job market. We will explore different careers and colleges as well as strengthen your skills to prepare you for the world beyond Hillcrest.

Absent and Late Work:
In preparing for a career, it is important to show dedication and punctuality. Since practicing makes perfect, it is important to start practicing those factors from an early point. I understand life happens and a day might be missed, in that case it will be the STUDENT'S responsibility to find out what he/she missed that day. Students will have until the last day of the unit to turn in late work.

Academic Prep Period:
In an effort to provide students with extra help, HHS is incorporating APP for students to make up missing work, ask questions, take tests, etc. each day. Please utilize this time, and receive any extra help. If any additional help is needed, students can meet with the teacher MWF mornings, by appointment only. Please email me to set up an appointment.

Class Expectations:
- Be RESPECTFUL
- Come to class on time
- Participate
- Distractions are away during instruction time
- Be Kind

School Wide Expectations:
- Huskies always remove hats and follow the dress code.
- Huskies always eat lunch in designated areas and keep halls/restrooms clean.
- Huskies always attend class on time, all the time, and never sluff.
- Huskies always show respect and expect respect from all adults.

Grading:
Students will be graded on assignments, and assessments throughout the term. Grades are based on total points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
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<td>86.49-82.50</td>
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<tr>
<td>B</td>
<td>86.49-82.50</td>
<td>B-</td>
<td>82.49-79.50</td>
<td>C</td>
<td>76.49-72.50</td>
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<tr>
<td>C</td>
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<td>C-</td>
<td>72.49-69.50</td>
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<td>66.49-62.50</td>
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<tr>
<td>D</td>
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<td>D+</td>
<td>69.49-66.50</td>
<td>B+</td>
<td>89.49-86.50</td>
</tr>
<tr>
<td>F</td>
<td>50-0</td>
<td>C+</td>
<td>79.49-76.50</td>
<td>D+</td>
<td>69.49-66.50</td>
</tr>
</tbody>
</table>
Please Return

Student Name: _________________________________________________________________

Preferred Name (Do you go by something else?): _____________________________________

Class period: ___________ Grade Level: ______________

We have read, agree and understand the classroom procedures, expectations and grading system.

Student Signature: ___________________________ Date: _______

Parent Signature: ___________________________ Date: _______

Please sign and return to Coach Williams by **Monday, August 26th.**

**This is worth 30 points. **