Class Overview

Dear MMS Technology Students & Parents/Guardians,

Welcome to the Technology Exploration A & B Classes at MMS. I am looking forward to a very successful year with your child in technology, and would like to give you an overview of what will be in store for them this year.

1. Attendance & Class Participation - Students will be expected to attend class, be on time, participate in class, and turn in all class assignments. There will be class quizzes and tests that will need to be completed on the day they are assigned. Make-ups will only be allowed with a valid absence excuse. 3 or more Unexcused tardies will be an automatic U in Work Habits.

2. Grading – Our assignments will be computer-based, covering the LAUSD Computer Literacy Criteria. These are the high school graduation requirements on the back of this form for your information. This will include basic keyboarding, word processing, spreadsheets, presentations, information retrieval, etc. I use a grading scale of 90-100% - A; 80-89% - B; 70-79% - C; 60-69% - D; 59% and below is a fail. Rubrics will be provided for each assignment with the points per assignment, timeline with due dates, etc. All class assignments & grades are available for viewing online by using the LAUSD ISIS Family module at family.lausd.net. Please sign up for an account with Mr. Sida in the school attendance office if you don't have one.

3. Homework Policy – Since we are a project-oriented class, your child's homework will be to make sure that he or she is using the rubric for each assignment to insure it is completed by the due dates.

4. Behavior – Students will be expected to abide by the class rules which are posted, their signed behavior contracts, the MMS school rules & dress code, and the LAUSD Acceptable Use Policy. If they are not abiding by these, they will have low grades in Cooperation.

5. Required Materials – Students will need to have a USB flash drive in order to be able to save their files and projects that they are working on in class. It should be a minimum of 2GB, but I would recommend a 4GB or higher.

Thank you for your cooperation.

Galene G Martinez

Ms. Galene G. Martinez - Technology Teacher, e-mail: gmarti1@lausd.net

Please fill out, sign & return this form to me. If you would like a copy of this for your records, you may download it from my website www.galenegia.net

I have read and understand the expectations for the technology class.

Students Name:_____ Grade:_____ Period:_____

Student's Signature_____

Parent or Guardian's Signature_____ Date:_____

This form is due back to Ms. Martinez by Friday, August 15th, 2014.