

Mulholland Middle School
Ms. Martinez's Technology Classes
2011-2012 School Year

Class Overview

Dear MMS Technology Students & Parents/Guardians,

Welcome to the Technology 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 in-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.

2. Grading – Our assignments will be computer-based, covering the LAUSD Computer Literacy Criteria. This will include basic keyboarding, word processing, spreadsheets, databases, 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.

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 date.

4. Behavior – Students will be expected to abide by the class rules which are posted, the MMS school rules & dress code, and the LAUSD Acceptable Use Policy.

Thank you for your cooperation.

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

Sign, tear off, and return bottom portion

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

Students Name: _____ Grade: _____ Period: _____

Student's Signature _____ Date: _____

Parent or Guardian's Signature _____ Date: _____

This form is due back to Ms. Martinez by Friday, September 9th, 2011.