

Mrs. Houtz Classroom

**Grading Scale:**

A	90-100
B	80-90
C	70-79
D	60-69
F	0-59

**\*\*\*Cheating will not be tolerated and will result in zeros for ALL students involved.**

**Grades will be based using the following information:**

<i>Daily Work</i>	counts once	<i>Test</i>	counts double
<i>Reports</i>	counts double	<i>Portfolio</i>	counts triple
<i>Projects</i>	counts double	<i>Quizzes</i>	counts double
		<i>Semester Test</i>	20% of grade

**Class expectations:**

1. Be here, be on time, and be prepared.
2. You may quietly enjoy gum.
3. NO Food or Drinks are allowed around the computers. They must remain in your bag or on the back table.
4. No Music (It will be provided by Mrs. Houtz)
5. NO GAMES...online or on the computer at ANY time!
6. Respect the teacher and classmates, their materials, and the classroom equipment
7. If you are absent, you have one day following each day absent to turn in work and earn full credit. Makeup work is **YOUR** responsibility.
8. If work is late for reasons other than absences, work will be accepted on the basis as described below (ALL DAYS COUNT EVEN WEEKENDS AND BREAKS):

**Daily work:**

I will accept late daily work (unless specified) up until the Monday of the following week it was assigned. Realize, however, it will count against you when eligibility is figured on Monday at 8 AM. There will be 5 points taken off for each day it is late up until the last day I will accept it.

**Reports:**

I will **NOT** accept reports late. You will be given the due dates for the entire year and they are due on that day and no later! They are due by 3:30 in my basket or under my door on due date and by 11:58 PM the due date to turn it in!!!

**Projects:**

I will accept late projects up (**unless specified**) until the Monday of the following week it was assigned. Realize, however, it will count against you when eligibility is figured on that Friday before. There will be 5 points taken off for each day it is late up until the last day I will accept it.

**Quizzes:**

Quizzes will be made up the day you come back. Realize, however, it will count against you when eligibility is figured. If there is a problem, arrangements may be made with Mrs. Houtz before the start of the class. Just ask!

**Tests:**

If you miss a test, you must make it up within 2 days of the test date. If the test was given on a Friday, you must make it up by the next Monday. Realize, however, it will count against you when eligibility is figured on that Friday before. If there is a problem, arrangements may be made with Mrs. Houtz **before** the 2 days is up. Just ask soon!!!

**Portfolios:**

Portfolios will be worked on throughout the 9-weeks. They are due on the assigned date which will be once during the 9-weeks period. I will check them frequently to make sure you are keeping it up to date. There will probably be NO or only ONE day notice I will check them. **Portfolios will NOT be accepted later than class time of the due date.**

**2011-2012 REPORT DUE DATES**

Report #1	September 7	Report #5	February 1
Report #2	October 5	Report #6	March 7
Report #3	November 2	Report #7	April 4
Report #4	December 7	Report #8	May 2