

Dr. Riese

**Microsoft Certifications
Room 534**

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Grading Policy

Grading policy:

**40% Summative Assessments (Tests & Quizzes)
30% Formative Assessments (Individual Progress)
30% Classwork and Participation**

Expectations

**Please be on time
Enter and exit quietly
Treat all classroom equipment with respect and dignity
One person speaks at a time
Respect your peers in your words and in your actions
Please assist your peers to share ideas, content, and solutions
Come prepared for class, and work to the best of your ability
Follow all Lock Down procedures
Follow the teacher during fire drills
Headphones and electronic devices are for instructional use only
Absolutely no food or drinking in the computer lab**

Classroom Materials:

1 Black and White Marble Notebook, and 2 Thumb Drives (1 gigabyte minimum each)

Microsoft Certifications

Completion of the Practice and Official Certification Examinations

- Students will generate a username and password for Certiport and Gmetrix testing software.
- Students will archive their data in soft copy on the Internet to review and measure progress.
- Students will complete both Gmetrix and Certiport Practice exams for all Microsoft exams.
- Students will have three chances to complete the certification exam for all Microsoft exams.

* Please visit StudentPortfolioNY.com and click *curriculum & Instruction* to view the curriculum/s

Student Print Name _____ Student Signature _____ Date _____

Parent Print Name _____ Parent/Guardian Signature _____ Date _____

Behavioral Grading Policy

The technology lab's guidelines are structured on a scale from 0 -5 each day. The total is summed up after each quarter for a behavioral grade assessment.

5	The student displayed an exceptional work ethic, revealed acts of kindness towards others, and arrived on time for class.
4	The student completed all assigned work for the day and arrived on time for class.
3	Lateness equals an automatic three for the day and/or the student's work ethic was less than satisfactory during class time.
2	The student was very disruptive and did not follow directions. The student was over fifteen minutes late for class.
1	The student displayed no willingness to participate and was over a half an hour late to class (Cut slip).
0	The student was completely insubordinate, and their behavior was recorded for parental and administrative review.

Note: All students are responsible for conducting themselves in a professional manner when using any hardware, software, and Internet resources within the school building.

Thank you for reviewing the technology lab policies and guidelines. As a school requirement, I ask a parent or guardian to sign this and return it with the student to the classroom. This document ensures that all parental guardians understand the formative and summative assessments for all students in the technology lab.

Student Print Name _____ Student Signature _____ Date _____

Parent Print Name _____ Parent/Guardian Signature _____ Date _____

* Please visit StudentPortfolioNY.com and click *Curriculum & Instruction* to view the complete Technology Curriculum scope, sequence, and software breakdown.

Thank you.
Respectfully, Dr. Riese