



Venango Technology Center

Computer Information Systems

2018-19 Policies, Procedures, and Grading

CIS Classroom Policies

1. All students must follow the Venango Technology Center's Secondary Student Handbook policies.
2. All makeup work must be completed within 3 school days of return.
3. All absence excuses must be returned within 3 school days of return.
4. Personal items (backpacks, gym bags, chrome books, etc.) **CAN NOT** be located on the floor.
5. Cell phones **CAN NOT** be seen. They **CAN NOT** be located on workspace. They must be in pocket, backpack, or somewhere that **CAN NOT** be visible. Headphones are not allowed during lecture time.
6. Student **CAN NOT** leave classroom without permission and only one student is allowed to leave at a time. Students **MUST** take the appropriate pass and sign date, name, time out, time in, and destination on the Instructional Area Sign Out Sheet.
7. No open food or drink containers are allowed in classroom. (refer to VTC Student Handbook Break Policy)
8. The classroom printer is to be used for school assignments only. No personal printing is allowed.
9. Students are not allowed in computer repair section of classroom without permission/supervision.

CIS Classroom Procedures

1. Student must log in to computer upon arrival.
2. Student must check both mailbox and school email and have necessary papers/pencils ready at start of class.
3. Student must log in to necessary software/websites before start of class.
4. Computer must be locked when student leaves workspace (break, restroom, etc.)
5. At end of class, computers must be logged off, no materials left of desk, chairs must be located at workstation and pushed in.
 - a. Students must stay off exit ramp (behind "line") and **CAN NOT** line up to leave until 1 minute before bell.
 - b. On last day of week, PM students must shut down computers and empty garbage (refer to garbage schedule)

CIS Classroom Grading

Student grades will be based off the following 3 areas:

1. **Work Ethic (35%)**-10 points per day based on but not limited to the following rubric (see page 2). Failure to complete any of the categories will result in a decrease of daily work ethic points.



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Category	Description (but not limited to)	Pts
Prepared	Computer/software/websites logged in and ready for start of class. Materials (Pencils, papers, handouts, etc.) are on desk at start of class.	1
Participation	Participated in class discussion. Followed along with notes/lessons. Completed daily assignment(s) and/or caught up from missed assignments.	3
Professionalism	Not sleeping in class. Not late for class or any breaks and prepared after breaks. Dressed appropriately for work environment. Used appropriate language (no swearing). Work area and mailbox is clean, chairs placed in proper location.	2
Safety	Used proper safety around equipment Personal items not located on floor. No open food containers in classroom.	1
Respect/ Attitude	Tolerable and non-judgmental towards peers and adult authority Shows positive attitude towards work	3

Unexcused absences (with NO WRITTEN NOTE) will receive 0 points for that daily work ethic grade. Excuse absences MUST be in writing and returned within 3 school days. Parent excuses will receive 5/10; doctor excuses will be exempt for the day. Any school functions, funerals, or homebound absences will be exempt for the day also.

2. **Knowledge – 60%** -This includes (but not limited to) tests, quizzes, projects, lab assignments, weekly writes, weekly numeracy, workbook assignments, classroom assignments, homework assignments, and public speaking.

3. **Skills – 5%** - Computer Information System follows the PA Management Information Systems CIP 52.1201 Program of Study Task Grid. Students will be given a proficiency level between 1 and 4 on tasks they have performed. The level will be based on hands-on projects and knowledge (tests, quizzes, etc.)

1	Seen the operation performed or read about it
2	Performed the operation at least once/doesn't perform
3	Can generally perform the operation correctly
4	Can always perform the operation correctly

*Refer to Program of Study CIP 52.1201

**Refer to VTC Student Handbook Grading Policy for grading scale.



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Please sign and return to Instructor by Friday, August 31, 2018

I have read and understand the Computer Information System 2018-19 Policies, Procedures, and Grading. Please sign below and return this form to the Venango Technology Center.

Student Name (PRINT) _____

Student Signature _____

Date: _____

Parent/Guardian Name (PRINT) _____

Parent Signature _____

Date: _____