

## Ted & Kay's Team Policies

### Our Agreements

In addition to following the guidelines outlined in the Student Handbook, we will work together to design a list of conduct agreements in order to create an environment where everyone can be comfortable and we can best equip ourselves to learn. If there is a divergence from these guidelines, we will successively bring as many people on board as is necessary to solve the problem (i.e. teachers, parents, administrators).

HTHCV is a school of choice and disruptive and offensive behavior is simply not tolerated. In the case of a major offense, consequences may be as severe as a failing grade, suspension, or expulsion.

### Pet Peeves

- Chewing gum
- Listening to autonomous listening devices (i.e., iPods)
- Food/Drink (except water)

### Class Participation

We expect that you will come to class ready to listen and be actively involved in the discussion, project or activity. In order for us to have successful classrooms, we need your help and participation!

It is essential that you ask questions – this helps you, and other students who may have been wondering the same thing! It is an expectation that you will assist your classmates when you can, either by answering their specific questions, or by explaining the answers through example. We will often be working in groups of students, and you are expected to treat your partners and teammates with respect, and help contribute to completion of the task at hand. If you or your group has a problem that you cannot solve, talk with your team teacher and we will try to help you find a solution.

### Grading Policy

#### a) Computation and category percentage:

- 25% Content (Items that demonstrate learning content)
  - 40% Process (Items that develop learning)
  - 25% Product (Quality of products produced while learning)
  - 10% Reading (Both outside reading & in-class reading)
- P/F – TPOLs

**Total** 100%

## b) Grading Scale

Grade	Description	Perfect Range
A	High Honors – Excellent, above average.	100-90%
B	Honors – Good work, complete, minor errors in work.	89-80%
C	Satisfactory – Needs improvement.	79-70%
D	Unsatisfactory – Incomplete and/or missing work. Needs to repeat course.	69-60%
F	Failing – Needs to repeat course.	< 60%

### Attendance/Late work

If you are absent from school, it is *your responsibility* to find out what you missed and to make up any missed work. Generally, you are extended the number of days you were absent to make up missed work. Long term projects do not get an extension, except in extraordinary circumstances.

Unless proposed, agreed upon and signed off on, late work will not be graded. Revised work is always welcome at any time.

Due to the nature of project based learning, it is essential that you and your family plan to take long vacations or traveling opportunities during our many scheduled breaks throughout the year. It is very challenging to make up experiences that you will have in the classrooms and group projects (quite often) suffer considerably. Also, for similar reasons, please schedule doctor/dental appointments during after school hours which almost every dentist and doctor provide.

### Expectations for Technology

You will often use the school laptops during school to research, document and develop their projects. With this privilege, we have expectations that students will exercise respect and caution.

1. Students cannot have food or water within **three feet** of the computers when in use.
2. Students will stay on task and on topic when using computers (no Instant Messaging, MySpace, computer games, etc.).
3. Students ask courteously to use computers instead of making the assumption that it is okay.

## **Academic Honesty**

Students' work should always be their own original creations. Many times, our work will be informed by the work of course. We will learn how to pay tribute to ideas and words of others using MLA formatting style.

## **Student-Led Conferences**

Students will have an opportunity to communicate and share with their family their learning and growth over time. You will be taught and expected to lead this "conference" and provide evidence of your learning and personal growth. In addition, you should utilize vocabulary and concepts of the team's "Habits of Heart and Mind" in communicating throughout the student-led conference.

## **Digital Portfolio**

You will create a Digital Portfolio (DP) that will serve to showcase your best work and also demonstrate your growth throughout your years at HTHCV. You will present your DP at your Presentation of Learning (PoL) at the end of the first semester, and at your Transitional Presentation of Learning (TPoL) at the end of the year.

You will be taught to place developing work in your Digital Portfolio as a means of showing us your work-in-progress.

## **PoL/TPoLs**

Students give presentations of their learning at the end of both semesters of ninth grade. For these presentations, you are expected to dress professionally. The PoL (which occurs mid-year) is your chance to reflect on the Habits of the Heart and Mind. You will reflect on how you have learned the habits and select two areas where you want to focus your growth for the remainder of the ninth grade year. The emphasis on the PoL is the development of your presentation skills.

At the end of the year, you will have a TPoL, which focuses on the essential question, "Do I know how to be a 10<sup>th</sup> grade student at HTHCV?" You will review all of your projects from 9<sup>th</sup> grade and come up with evidence to support your answer to this important question.

## **Exhibitions**

One of the major values of this school is the presentation of student work for the public. You will participate in several exhibitions throughout the year. Parents will be given notice of the date of these exhibitions. Students are expected to stay at school the entire day of exhibitions to help set up, tear down, and get projects ready to present. You are also expected to dress professionally on the date of exhibitions.

## Field Trips

Because of our value of creating adult world connections, students at HTHCV have the unique opportunity to participate in a variety of field trips. Because you will be representing the school and the team, we have higher expectations for students' good behavior and attitude. Your enthusiastic and respectful participation in field trip programs is absolutely essential. If there is any doubt that students will not be able to meet these expectations, they may be asked not to attend the field trip.

## Office Hours

As a team, we will do our best to be available to students. We have set aside two extra hours where we will be available and on call to assist with projects, answer questions, or just have a conversation.

Ted: Mon/Thurs – 3:30-4:30PM and by appointment

Kay: Wed/Thurs – 3:30-4:30PM and by appointment

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## High Tech High Chula Vista

Instructors – Kay Flewelling (Humanities) and Ted Cuevas (Physics/Math 1)

kflewelling@cv.hightechhigh.org, tcuevas@cv.hightechhigh.org

Office: (619) 591-2521

I have read and I have discussed with my parent/guardian the syllabus of Kay Flewelling and Ted Cuevas and I understand what is expected of me/my student during the upcoming school year.

Name of Student \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian e-mail (if available)

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