CTE Intro

Mrs. Harris

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**About This Class…**

CTE Intro is a required class for all 7th graders. I will be covering the Business portion of the course. This is an introductory course taken by all seventh graders. Students in my class will explore careers, begin thinking about their future, and begin learning basic business concepts. At the end of the rotation, we will have an auction using the CTE KASH that students have earned during the rotation.

Most work will be done in class; therefore, it is important that students come every day because it will be hard to make up projects at home. For further information on CTE Intro requirements visit <http://www.schools.utah.gov/cte/cteintro_standards.html>.

**Supplies for This Class…**

As in all classes your student will need a **pen or pencil** most of our work in class will be done on the computer so BE SURE TO SAVE YOUR WORK WITH YOUR NAME ON IT! You may also bring a flash drive to save your work on as long as you bring it every time to class.

**Student Responsibilities…**

* Respect – Students should respect themselves, others, and the classroom materials and equipment. They should act respectfully as they are now mature young adults.
* Honesty – Students be honest in all they say and do, simple as that!
* Responsibility – Take responsibility in what you say and do. Equipment damaged by students will be billed to them and his/her parent.
* No food or drink in the sewing and computer lab!
* We follow all school and district rules in my classroom.
* Be Awesome: Be yourself. We all have so much to offer each other. Share your talents with me and the class in your assignments and projects.

**Computer & Internet Use…**

NO pornography! No gambling. No online shopping, selling, trading or dating. No internet surfing. No music videos at any time. No student selected games. No chat programs. No personal e-mailing unless permission is given by the teacher. VIOLATORS MAY LOSE ALL COMPUTER PRIVILEDGES FOR THE YEAR, SO THINK CAREFULLY BEFORE YOU BREAK ANY OF THESE RULES.

**Assignments and Grades…**

Grades are earned on a point system. Grades will be based on assignments, tests, quizzes, and in-class activities. I will update grades weekly and I encourage students and parents to check Skyward frequently.

The grading scale used in this class is as follows:

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| --- |
| **Grading Scale** |
| **A** = 100.00-94.00 | **C** = 76.99-74.00 |
| **A-** = 93.99-90.00 | **C-** = 73.99-70.00 |
| **B+** = 89.99-87.00 | **D+** = 69.99-67.00 |
| **B** = 86.99-84.00 | **D** = 66.99-64.00 |
| **B-** = 83.99-80.00 | **D-** = 63.99-60.00 |
| **C+** = 79.99-77.00 | **F** = 59.99-0 |

**ATTENDANCE**: Students are expected to be to class on time. This means being in their seats and ready to begin when the bell rings. Since most of the work will be done in class, being absent and/or tardy can affect a student’s ability to keep up. The school policy regarding attendance will be followed in my class.

**ASSIGNMENTS**: Homework and assignments should be turned in on time to receive full credit. Absences will be dealt with on an individual basis. Late and sloppy work is subject to a 10% penalty. If a student is unable to complete an assignment by the due date, they should turn it in anyway. Once it is graded, they will have the opportunity to complete the assignment and resubmit it for a higher score. Each assignment can only be resubmitted once.

**MAKE-UP WORK**: Students are responsible for finding out what work they miss when they are absent. All make-up work is due by the date posted on my web site. **Certain assignments may NOT be included in this policy and will not receive credit if not turned in on the due date.**

**HALL PASSES**: I encourage them to get drinks and take care of other business before coming to class. However, I understand that a student may need to leave class on occasion. Students will be reminded each time they use a hall pass and no more than four hall passes are allowed in a term. Exceptions for medical reasons will be dealt with on an individual basis.

**PARENT INQUIRY**: If you have any questions or concerns regarding this class, please feel free to contact me. Email is the best way to contact me as I am usually able to check it frequently and respond right away. Also, please update all contact information in Skyward so that I may communicate with you as well.

*CTE courses do not discriminate based on race, color, national origin, gender or disabilities.*

**Teacher Contract Information…**

I am very excited to teach your student this year! If you have any questions or concerns, please contact me. You may contact me via email at tiffanyharris@alpinedistrict.org or on my website www.afjhmrsharris.weebly.com.

CTE Intro Disclosure

Mrs. Harris

Please return this signed paper to Mrs. Harris. Keep the copy of the disclosure for your own information.

This disclosure is due .

I have read this disclosure and I agree to follow the policies and procedures it contains so that I will be successful in this class. I will follow the computer lab rules, school and district policies.

Period\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_

Student Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would appreciate having your contact information in case any situation occurs that I feel is important to communicate with parents. Email is the easiest way for me to contact parents. I appreciate your support, thank you.

Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_