



Blackstone Valley Regional Vocational Technical High School
65 Pleasant Street • Upton, Massachusetts

Instructors:
Adele Ellis • Monique McCabe • James Millette

Basic Classroom Structure 2019–2020

Grading System

(Weighted Means and Definition)

..... Course Instruction

Based upon the Massachusetts Design & Visual Communications Frameworks Competencies, instruction for both shop and related will consist of lecture / discussion, videos, demonstration, project based learning, and problem solving. Homework will be given to reinforce learning. Tests, quizzes, and observation will be used to evaluate the student's progress.

Students will rotate through individual instructors and be graded based on the following categories:

Multimedia Shop Grade
<ul style="list-style-type: none"> • 80% Course Projects / Community Work • 20% Employability <i>To include time sheets, professionalism, class leadership, time on task, cleanup responsibilities, etc.</i>

Multimedia Related Grade
<ul style="list-style-type: none"> • 70% Instructional Workshop Assignments • 20% Tests & Quizzes • 10% Homework

Parents/guardians will be contacted if any student's grade average drops below 60%.

Final Course Grade

Course grades for shop and related will be calculated according to the formula outlined by Blackstone Valley Regional Vocational Technical High School.

- 30% – Term 1
- 30% – Term 2
- 30% – Term 3
- 5% – Mid Year Exam
- 5% – Final Exam

Multimedia Communications: Policies and Procedures

The policies and procedures below either reinforce or are in addition to the rules and regulations as stated in the BVT Student Handbook.

Safety

- Safety requirements must be adhered to at all times. Do not use tools, equipment, or operate any machinery unless you have been trained by a teacher and have completed the required safety test(s). If you are unsure of any safety procedure, please ask your teacher.
- Report any unsafe conditions or behavior you are aware of immediately.
- Flipflops are strictly prohibited.

Cell Phone Policy

- In an effort to eliminate distractions, students will only be permitted to use their phones during break and lunch. All phones must be silenced and placed in the phone rack at the front of the classroom upon entering the room. Any attempted deception will result in disciplinary action.
- PLEASE NOTE: Students needing to contact guidance can do so via remind.com or ask teacher for a pass. If parents need to reach their student during the day, they should call the main office.

Student Responsibilities

- **Students are expected to be professional at all times.** Students are expected to be respectful to all peers, instructors, and visitors to our shop. Any insubordinate or disruptive behavior will not be tolerated.
- Due dates and expectations are given for all assignments. If a student has extenuating circumstances that prevent them from submitting an assignment in on time, they need to speak to their instructor before the assignment is due. *If an extension is granted, student will have **no more than one week** (at the instructor's discretion) to submit their assignment. After that, the grade will remain a zero. We will NOT go back and regrade the assignment.*
- The shop computers are to be used for assigned shop work only. If a student is approached by a member of the community or a student or staff member at BVT with a project request, they must first consult with a teacher before beginning work on the project during class time.
- Food and drink will **not** be allowed in the computer lab, except for closed bottles of water.
- Headphones will be allowed *at the teacher's discretion*.
- Students are responsible for any shop equipment that they use. If there is a problem with the equipment, it should be reported to a teacher immediately.
- Students are responsible for maintaining their work spaces. Before leaving each day, make sure it is clean and that **all equipment and materials are put away where they belong.**

Attendance / Tardiness

- Students must be in their assigned seat and prepared for class after homeroom and immediately following lunch. At the end of the day, students must remain in shop until the bell rings at 2:10.
- If students are tardy for any reason they must have a signed pass.
- Students will not leave the shop without the teacher's permission, signing out, and a pass.
- Students are responsible to ask teacher for all work missed due to absence on the day that they return. If necessary, any change in deadlines for missed work will be determined and given at that time.

Your signature below simply indicates that these policies have been explained to you and that you understand you are responsible for abiding by them. Students should review this with their parents or guardians. Please refer to the BVT Student Handbook for additional rules and regulations.

Student Name (Please print) _____

Student Signature _____ Date _____

Parent / Guardian Signature _____ Date _____

Please sign and return to shop by _____. This will count as one quiz grade.