

## Web Design

# Course Policies, Expectations, and Parent Involvement

### **Important note to parents:**

Standley Lake High School is proud to offer Web Design and Programming to your student. This course will cover programming in HTML and basic web page design.

HTML code will need to be saved to USB flash drives (prefer 1GB or greater). Flash drives need to be provided by the students (they are available from our school library, or just about any electronics/department store). Students are responsible to keep media in good working condition, and should always keep a backup copy of their work on the file server. Passing grades will not be issued unless students can produce their work from their media. Leaving memory sticks at home will result in students receiving point reductions for assignments being turned in late.

Crimson Editor V.3.72 will be the HTML editor that we will be using for this class. It can be downloaded for free from <http://www.crimsoneditor.com/> . We will also be using Adobe Dreamweaver V.10 and its associated programs. It is not necessary for the student to purchase these programs. If the student would like extra time on Dreamweaver he/she should see Mr. Satter for access to the computer lab. For students interested in experimenting with java, there are many inexpensive Java compilers available for download off the internet. NetBeans and Java SDK 2 are Java compilers that are available for free from <http://www.netbeans.org> and <http://java.sun.com> respectively.

### **Class Expectations:**

**Makeup Work for Excused Absences:** It is essential that students absent from school make up work missed.

It is the responsibility of the student and parent or guardian to initiate requests for and pick up makeup work on the day he or she returns to class from an excused absence.

Makeup work should reflect class assignments missed during the absence, and a reasonable amount of time should be allowed for work completion. Time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete makeup work within the required timeline will receive full academic credit earned for the makeup work.

**Unexcused Absences:** Unexcused absences are defined as absences not covered by the grounds for excused absences, including students leaving class without permission of the teacher or administrator in charge, students missing a class without parental approval, 'sneak days,' 'ditch days,' and 'prank days,' and circumstances determined by the principal. Each unexcused absence shall be entered on the student's record and the parents or guardian of the student receiving an unexcused absence shall be notified orally or in writing by the school. Unexcused absences will subject the student to appropriate consequences, including school sanctions and/or the imposition of academic sanctions for classes missed. At the senior high school level, persistent unexcused absenteeism may, in the judgment of the teacher and school administration, result in a failing grade.

Court action may be initiated by the designated school authorities when deemed necessary in order to enforce school attendance requirements. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is four days in one month or 10 days in one year.

For attendance purposes, any absence from school resulting from suspension will be considered an "unexcused" absence. Such absences due to suspension, however, shall not be counted in the total of unexcused absences when determining if a student is "habitually truant."

**Makeup Work for Unexcused Absences:** Classroom instruction and interaction with teachers are essential to a student's education. Because of the importance of classroom instruction and learning, students with unexcused absences will be expected to complete classroom assignments to demonstrate their learning on content standards and to meet the academic expectations of the teacher. As with excused absences, time allowed to make up work is twice the number of classes or days missed (two days allowed for makeup work for each day of absence); however, an extension of this time limit may be approved by the school administration. Students who complete the required makeup work within the required timelines will receive academic credit earned for the makeup work as described below.

- For grades nine through twelve
  - With the first two unexcused absences from a class, makeup work will be allowed for credit with one grade reduction for all work completed.
  - After the first two unexcused absences from a class, makeup work will be allowed for credit with two letter grade reductions for all work completed.
  - When an assignment has been given with a specific due date and the student does not turn that assignment in because of an unexcused absence on the due date, the teacher will enforce the original stated expectations regarding grading of the assignment if it is turned in late.
  - When a student has missed classroom discussions or classroom work that cannot be duplicated through a simple assignment, the teacher may elect to request that the student create a method for demonstration of the learning or the teacher may elect to assign specific work to demonstrate the learning. If the student fails to complete the work, no credit will be given.

**Tardies and Participation:** Classroom learning activities will begin on time. Tardies are disruptive. Tardies and absences will result in point deductions from the participation grade. Students need to bring their USB flash drives, paper and a pencil to class each day. We will participate in a variety of activities that require the use of some or all of these tools.

**Hardware and Software:** District policies for computer use (including no use of the Internet for e-mail) will be followed accordingly. Any pirating of any software is grounds for suspension of computer privileges or worse. Students are expected to work only in software applications approved by the teacher. Any student caught hacking, tampering, or in any unapproved programs will be subject to loss of computer privileges (which would have a very negative effect on the student progress).

**No radios, CDs, food or beverages allowed in the computer lab.**

**Students will be held accountable for any damage to machines, so please take care of your assigned computer and let the teacher know right away of any problems!**

**Materials:** USB flash drive, pencils and erasers, paper.

**Grading Policy:** Grades will be determined by the following grade scale:

<b>100%-90%</b>	<b>A</b>
<b>89%-80%</b>	<b>B</b>
<b>79%-70%</b>	<b>C</b>
<b>69%-60%</b>	<b>D</b>
<b>59%- 0%</b>	<b>F</b>

Grades are calculated by dividing the students' total earned points by the total number of points possible in the class. Grades will be taken for tests/quizzes, chapter exercises, projects, and class participation.

Assignments are due at the beginning of the period. They are worth full credit at the beginning of the period. They will lose 10% for every revision, for every day late, or for every day that they are not satisfactorily completed.

**Student progress can be monitored with the Infinite Campus system available on our school's website at <http://jeffcoweb.jeffco.k12.co.us/high/standley/> . Click on the "Parent Portal" tab. If you need assistance with this system, contact your student's counselor (contact information available under staff on the same website listed above).**

Students may work on assignments outside of the class period in the computer lab when another programming class is present (Check with Mr. Satter for availability). They may also complete assignments on their own notebook computers or at home.

I look forward to working with you and your student, and hope that your student learns from, is challenged by, and enjoys this class. Please print sign and return the final page of this form, after reviewing it with your student. The final page states that you have read and understand the policies and expectations of the Web Design class.

Sincerely,

Mr. Satter  
[jsatter@jeffco.k12.co.us](mailto:jsatter@jeffco.k12.co.us)  
303-982-3311

I have reviewed and understand the policies and expectations for Web Design. By signing below the student is making a commitment to abide by the policies and expectations.

\_\_\_\_\_  
Student name (Please print legibly)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian name (please Print)

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date