

CLASS PARTICIPATION
(60% OF EACH SIX WEEKS GRADE)

The teacher-coordinator determines the class participation grade based on a variety of grades and activities as described below.

TESTS: Tests will be given periodically during the six weeks grading period. Tests may cover the general class material and activities, job specific material covered in the job specific student workbook, material presented by guest speakers, videos, and handouts. The number of tests given in a six weeks grading period may vary.

If a test is missed and not made-up within five (5) days of the student's return to class, a grade of zero (0) will be given.

TEXTBOOK, SUPPLEMENTAL MATERIAL, & CLASS ASSIGNMENTS:

Students will be assigned reading and other assignments from the textbook and from supplemental materials related to the class. Students are expected to complete the assignment and turn it in on the due date. A penalty of ten (20) points will be deducted for unexcused late work the first day and 10 points each day after.

WEEKLY JOB REPORTS:

A Weekly Job Report will be completed and turned in each week on Friday. These reports are designed to give a DETAILED account of the activities and hours worked each week. Use your calendar to keep track of the hours worked. The job reports are graded for COMPLETENESS & DETAIL. They are worth 20 points, which are added up at the end of the six weeks for one grade. A penalty of five (5) points will be deducted if turned in late.

FOLDER/NOTEBOOK:

Each student is expected to maintain a folder/notebook for the class. All assignments, handouts, and any supplemental material given to the student should be kept in the folder/notebook for the ENTIRE school year. These materials may be used to prepare for the semester and final exams and may become part of the student's portfolio. Periodically throughout the school year, folders may be graded for completeness.

PORTFOLIO:

A portfolio will be created containing a variety of samples of the student's work both in class and on the job. The portfolio will be graded each semester for completeness. Photos of bulletin boards and displays and samples of work will be expected.