Dear Student, Parent/Guardian:

Welcome to the 2016-2017 school year as a member of my Design Technology class. The following information will assist you in having a productive and successful year. Please keep this letter in your binder as a quick reference.

COURSE OUTLINE
Our Design Technology courses will use Techno Kids Computer Curriculum, a Project Based Learning instructional approach. With project based learning, student’s complete projects utilizing technology that will focus on problem solving tasks. Students gradually learn technology skills needed for the 21st Century as they complete theme-related activities using various Microsoft applications. In addition, students will engage with the Everfi Software and Typing web online software programs.

Intercultural awareness is woven into the curriculum as students learn and discuss the practical and creative thinking skills needed to solve problems using technology. Students are encouraged to explore the role of technology in both historical and contemporary contexts and to raise their awareness of their responsibilities as world citizens when making decisions and taking action on technology issues. All of these aspects are stressed as part of the International Baccalaureate Middle Years Programme (IBMYP) philosophy and are integral to the classroom. Assessment includes design cycle, technology reflections, tests and quizzes, projects, homework, and class assignments.

Grade 6
- Techno Correspondent – Students learn Microsoft Word while assuming the role of a correspondent traveling to a distant location to report on a famous landmark.
- Techno Sales – Students learn Microsoft Excel while planning a bake sale to raise money.

Grade 7
- Techno Novel – Students learn Microsoft PowerPoint while creating a marketing tool for a novel.
- Techno Mission- Students learn Microsoft Access while working with and creating a database.

IBMYP ASSESSMENT CRITERIA
Throughout the course, students will be assessed according to four criteria either in part or in whole, depending on the assignment.

The International Baccalaureate Middle Years Program assesses students based on four assessment criteria in Design Technology:
- Inquiring and Analyzing
- Developing Ideas
- Creating the Solution
- Evaluating

Students will receive rubrics explaining the grading scale prior to completing the assignments.

NECESSARY MATERIALS
All students are required to have a 2” binder with lined paper for use as a notebook per semester. This binder is only to be used for computer work, as it will be collected periodically throughout the school year. All students will be provided 4GB flash drive to save their work. However, the flash drive will remain in the classroom. You will also need a pencil/pen, agenda book, and highlighter daily. A personal pencil sharpener is also recommended.
GRADING SCALE
All work is graded on a percentage basis, but is weighted according to the type of assignment.

Grades
- Practical/Assignments: 35%
- Theoretical/Assessments: 30%
- Participation/Discussion: 25%
- Homework: 10%

According to school board guidelines, 90-100% is an A, 80-89% is a B, 70-79% is a C, 60-69% is a D and below 60% is an E.

HOMEWORK
Design Technology class will meet between 2 to 4 times a week. Homework is assigned at least twice during the week and is due the next class meeting. Please make good use of the agenda book daily to help manage homework. Checked homework will be returned to the student for placement in their binder.

LATE WORK
In general, late homework is not accepted, unless a child is absent from school on the day it was assigned. If the student is absent one day, he or she has one day to complete the missing work; if absent two days, two days for make-up, etc. Class work should never be turned in late. It is due on the day that it is assigned. *Late projects/homework will not be accepted.

MAKE-UP WORK
If you miss an assignment due to an absence from school you have the same number of days you were gone to make up the work. Generally, you must make up homework, tests, notes, and class work. Absences due to school activities (sports, instrumental, etc) do not fall under these guidelines. Students missing class due to school activities are expected to get all assignments for the day before leaving for the activity and to turn them in ON THE DUE DATE.

It sometimes happens that students who have class in the afternoon begin to miss significant class time during particular sports seasons, etc. It should be noted that while students are not penalized for participating in school activities, there is no substitute for teacher instruction and classroom interaction. Students who begin to miss significant class time due to activities should meet with the teacher to see if additional arrangements need to be made. All work still needs to be completed regardless of activities/sports.

EXTRA CREDIT
There will be no opportunities for extra credit. Students should make every effort to complete work and achieve the highest grade possible during the report period and not rely on extra credit to boost their grade.

DESIGN PORTFOLIO
The design folder is a compulsory component of MYP Design Technology. As students progress through the different stages of the design cycle, they are constantly experimenting with ideas, researching topics, compiling sources, brainstorming issues, sketching possible solutions, making changes, rejecting proposals and critically evaluating their work. All relevant activities and outcomes should be recorded, and dated, in the design folder. The design folder is a compilation of evidence that accompanies the final product/solution for a unit of work. Students formally record the results of their research, their various plans and designs and the evaluation of their finished products/solutions in the design folder. The design folder will be divided into categories: Inquiring and Analyzing, Developing Ideas, Creating the Solution and Evaluating.

COMPUTER BINDERS
Your computer binder will be an invaluable tool in your success this year. It will contain example problems, step-by-step instructions, and pertinent vocabulary. You should bring your binder to class EVERY DAY and take it home with you to assist you in completing homework or studying for tests. Our computer curriculum consists of handouts and worksheets that are 3-hole punched along with...
digital files. By the end of the year, students will have a complete computer resource guide within their binder. Parents should review the binder regularly to check for neatness, organization, and completed notes.

BEHAVIORAL EXPECTATIONS
It should be self-evident that learning takes place best in an orderly classroom. You must do your part in this regard. Please take care to follow these procedures daily

- Report to class on time. Late students will be expected to present a signed agenda book. The school wide tardy policy will be strictly followed. Any student reporting to my class tardy more than four times during one report period will receive a U in citizenship.
- Raise your hand and wait to be acknowledged to speak.
- Please sharpen your pencil as you enter the classroom. It is recommended to have your own personal pencil sharpener.
- Be prepared daily for class with your binder, pencil, agenda book and homework. If you do not have your homework, you must fill out an “Incomplete Homework” slip available in the basket by the door, so make sure you get this paper on your way in.
- Stay in your seat unless given permission to move.
- Take care of personal needs before class. Hallway passports will only be signed in an emergency and will NOT be signed during closed periods
- Do not eat, drink, or chew gum during class. Personal grooming should be done in the restroom not in the classroom.
- Do not take it upon yourself to re-arrange the room for any reason. See me if you are having a problem.
- Leave the room clean and orderly.
- Students are dismissed by the teacher, not the bell.
- When in the lab, be sure to save all files, safely remove flash drive and push in your chair before you leave.
- Complaints or concerns about grades, policies, etc. are handled on an appointment basis. This gives me an opportunity to adequately hear your concerns and handle them appropriately.
- Students are only permitted to print when approved or told by the teacher.
- Students are to follow the districts Internet Acceptable Use Policy. (No game sites, no music sites or non school related sites.)
- Students are not permitted to use sounds unless it is approved by the teacher.
- Students are expected to follow the schools rules regarding electronic devices.

When these rules are not followed, the following consequences might be applied in part or whole:

1. Verbal warning and loss of class participation points
2. Phone call home
3. Referral to the office
4. Conference with parent or guardian

CONTACTING MRS. HUDGINS
The school phone number is 412-529-5980. If I am not available you can always leave a message with the office staff and I will most certainly return your call. Conferences are available upon request or at the monthly morning conferences. Again, I look forward to a wonderful school year with you.

Sincerely,

Mrs. Cheryl A. Hudgins

Approved: Ms. Aisha Robinson, Director
Please complete the information below and return this page to Mrs. Hudgins (Design Technology Teacher), room 228.

Student Name ____________________________________________________________

Student Section _________________________________________________________

Parent/Guardian Name ____________________________________________________

Parent/Guardian Email ____________________________________________________

Phone Number (daytime) _________________________________________________

Phone Number (evening) _________________________________________________

Please sign and date to indicate that you have read the above letter:

Parent Signature ___________________________________________________________________________ Date __________

Student Signature ___________________________________________________________________________ Date __________