

Mr. Rathke – Stansbury High School Business Education Dept.

Classroom Disclosure

Instructor: **Mr. T. H. Rathke, M.Ed.**
 Email: rathke@tooeleschools.org (district email, for correspondence only);
rathke@teacher.com (assignment submissions)
 Web Site: rathke.info
 Office: Stansbury High School, Room 135
 Office Hours: After school 2:30 – approx. 4:00 (by appointment)



Student Information (and for Parents/Guardians as well):

Mission Statement

It is my goal as the teacher to assist students as they realize their potential to become educated and productive adults that, hopefully, will enjoy learning their entire lives.

Learning Philosophy

Everyone learns differently, so I try to incorporate multiple methods in teaching to address audio as well as visual learners. Additionally, in this world of fast-changing technologies, I try to incorporate the latest available to engage students in a manner so that they better understand the material, remain interested in learning, keep focused and help them learn how to discover new ways of thinking and retaining what they've learned.

Standards of Student Conduct

These standards are designed to foster the ethical development and personal integrity of students and to promote an environment that is in accord with the values and mission of the school.

- The student is expected to accept the responsibility for his/her learning and behavior while at school. This involves: (1) Keeping track of their grades by checking the SIS system daily, and (2) Assigning themselves to new challenges when assignments are complete. Idle time is not tolerated.
- The student is expected to be prepared for class.
- The student is expected to respect the rights and property of all.
- The student is expected to show respect for all students, faculty and staff members.
- The student is expected to follow directions the first time they are given.

Classroom rules:

- No food or drinks are allowed in the classroom. Water bottles are allowed but must be kept on the floor.
- Misuse of computers will result in student paying for damages and loss of district computer privileges. This includes:
 - Playing computer games of any kind is never allowed in class.
 - No programs or games may be installed on the computers by students, doing so is an act of vandalism.
 - Any attempt by a student to subvert any protections on the computers (e.g. using unauthorized logins, bypassing filters, installing software, disabling or surpassing firewalls, hacking of any kind, etc.) is considered an act of vandalism.
- Be seated in class before the tardy bell rings and start working on coursework or check the web site.
- Restroom breaks should take place between classes. Students may request to leave the classroom according to school hallpass policy.
- Help others when asked since students will have various degrees of knowledge.
- **No cell phones** during instruction time or testing. Please keep in mind that a cell phone in the visible possession of the student during any kind of assessment (quiz or exam) is considered an act of cheating, whether the device was actually used or not, and the student will suffer the consequences for cheating as well as any consequences related to being in possession of a cell phone in the classroom according to school policies as outlined in the student handbook. This is a zero-tolerance policy, no exceptions. If a parent must contact a child, they should contact the office at 435-882-2479 and the message will be forwarded to the student. If the parent calls the child during a test or quiz and the child answers the phone, the child will fail that test, no exceptions.

Internet/Computer Use:

We need to use the Internet to conduct many of the assignments in this class. I may give permission during class to work on an assignment/project, or individually when a student makes a request. Usage is ONLY by permission and ONLY for research for my assignments. The [Tooele School District](#) Computer Use and Internet Acceptable Use Policy was signed at registration by all students. If you need a copy of this, you can get one from the office. ***These policies are enforced.*** Parents, if you are not sure what your child signed, ask them to bring home a copy from the office. There should be a copy in the student's planner and there is one available at the district office.

Unacceptable uses of the computers and/or Internet may result in suspension of or revoking of computer privileges, or in severe cases, suspension or expulsion from school. Some examples of, but not limited to, unacceptable use are:

- Using the Internet for any illegal activity, including violation of copyright and plagiarism.
- Using the Internet to chat, play games, download software, watch or purchase video or audio.
- Vandalizing or accessing the data of another user.
- Gaining access to inappropriate and/or illegal material.
- Accessing the Internet without supervision of faculty or administration.
- Vandalizing or tampering with any computer. (The downloading and installation of software or downloading video or audio files without prior teacher authorization is considered vandalism and will be pursued and punished accordingly).

If the student is caught violating the district's or the classroom policies regarding computer/Internet usage, their TERM GRADE WILL BE DECREASED BY 1/3 FOR EVERY OFFENSE (from an A to an A- for instance). THERE IS NO TOLERANCE AND NO APPEAL WILL BE ALLOWED ON THIS POLICY. When Internet/computer privileges are revoked, it makes being in my class pointless in most instances, so offenders will be transferred out.

Materials Needed:

In order to accomplish our class objectives, you will need to bring the following to class every day:

- A notebook (yes, you need to take notes in a computer class).
- A pencil; a blue or black ink pen (learning activities/coursework done in any other color will be returned to the student ungraded).
- USB flash memory device is essential to doing schoolwork in today's computer-based environment. Students share computers in school and the safety of their work is not guaranteed. Student should backup their work. I will **not** hand out storage media for students to submit their work. ***I will not accept learning activities or coursework late because the student failed to purchase a USB flash memory device and/or failed to backup their work.***
- A positive attitude and a sense of humor (computers will crash, students will lose their school work if not backed up, students may need to start over if this happens, it has happened to all of us).

Rights and Responsibilities:

All students are held to high, positive expectations based on their individual talents and are responsible for developing their abilities themselves and helping others develop their abilities. All students are educated primarily through their own discovery, working in collaboration with the teacher to achieve a feeling of competence that enables them to master the subject matter. I teach an exploratory curriculum with minimal actual instruction and plenty of opportunities to experiment with computers, share experiences, help each other discover new techniques and demonstrate our proficiency to each other in the class. Enthusiasm and a positive attitude are required in my class. I'm excited to be able to work with you. I expect an atmosphere of mutual respect between teacher and students as well as between students. Everyone has the right to learn and classroom behavior that prevents a positive learning environment will not be tolerated. You are expected to come to class prepared with both materials and assignments. If you cheat, you will automatically FAIL the item in question (this is irrevocable and not subject to appeal); you will lose participation points; and you will be referred to the administration for disciplinary action.

Attendance/Tardy Policy:

The student is responsible for attendance in class. The student is expected to be present in class and ready to learn when the bell rings. Regular, punctual attendance is crucial. Our classroom discussions and cooperative learning experiences cannot be duplicated outside of the classroom. Parents should plan vacations and trips that do not conflict with the school's instructional calendar. When students arrive late or must leave early, they miss valuable information and are at a disadvantage. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours. Even excused absences are strongly discouraged. Though the student is permitted to make up lost work, classroom time cannot be replaced, and there should be no expectation of special assistance with class materials. Assistance will be given as time and resources permit. Work will not be given in advance of the time away from school. With a block schedule, two days worth of material

is covered each class period. When students are not in class, they miss the valuable information they need to succeed. They may also jeopardize the learning experience of other students since team projects are often employed in the classroom. Learning activities will not be repeated for students who do not attend class. They are welcome to find the information they missed from the notes posted online (<http://rathke.us>) or from their classmates. The class will closely follow the attendance, tardy and hall pass policies as outlined in the student handbook. In addition to the stipulations of the NG (No Grade) policy, the student will lose participation points in class for tardies and absences (which cannot be made up by attending a No-Grade session) and possible points on learning activities/coursework, assessments (tests & quizzes), etc. Please be familiar with and follow these policies closely. Keep in mind that a tardy of more than 15 minutes is considered an absence. Students will lose all participation points for that day in the event of a 15-minute or longer tardy (which cannot be made up).

Make-up Work and Late Work Policy:

When the student is absent, it is **their responsibility** to check and make up missed coursework. The best resource for this is online (<http://rathke.us>) where class notes, podcasts and/or learning activities/coursework are posted on a daily basis if possible. The student should consult the online notes prior to returning to class in order to familiarize themselves with what is expected of them upon their return to class. In the event of an excused absence, the student will have until the next class period to make up the coursework for full credit. After the next class, coursework will be considered late work and will be docked 20% of the total grade earned for every class period it is late after that. It is very important that you turn in all coursework, even if late. Missing coursework will REALLY hurt the student’s grade because, not only are they missing points, they are missing the skill learned in class by completing that particular learning activity. Late coursework will only be accepted up to five class periods after the original due date. **WARNING: There are NO opportunities for extra credit.** Extra credit is simply extra work for the teacher so the under-performing student can get away with turning in late work. The concept of extra credit is, therefore, flawed and encourages substandard work and behaviors. The real world doesn’t award extra credit; neither should the teacher.

Grading Policy:

Total points received on all learning activities, coursework and assessment will determine final grades. There is no curve. Grades will be determined by the percentage of total points possible, according to the following scale:

94-100%	A	74-76	C
91-93	A-	71-73	C-
87-90	B+	67-70	D+
84-86	B	64-66	D
81-83	B-	61-63	D-
77-80	C+	60-0	F

Grading is based more on learning a skill rather than on the student’s talent. There is no reason why a student can't earn an “A” in class if they attend every day, display appropriate behavior, and turn in all coursework on time. Should a grade on a particular assignment be in question, the student may submit a minimum 1-page appeal within 7 days of the grade being posted. The appeal must **not** be handwritten and must be clean and concise and using proper business letter format. Term grades are based on the following criteria:

- ◆ 25% Assessments (tests/quizzes). Skills Test at the end of the course is worth 20% of your final assessment grade.
- ◆ 50% Learning activities/coursework done either in class or as homework.
- ◆ 25% Participation and classroom citizenship.

Participation:

Part of the student’s grade is in the form of participation points for contributing ideas to class, being punctual, displaying appropriate behavior and having good attendance. A full 25% of the class score is dedicated to participation since it is assumed all enthusiastic about the learning process. Participation points are figured by the following formula: Each student is awarded 100 points at the beginning of each term. The student is docked 2 points for every tardy and 4 points for every absence. Disruptive behavior that interferes with another student's opportunity to learn may cause you to lose 10 points. Violation of any school or classroom policies (e.g. no cell phones in the classroom, playing online games, etc.). Since there is no opportunity for extra credit, daily participation points and missed quizzes cannot be made up.

Parent/Guardian Information (and for the Student as well):

Parent/Guardian Involvement:

I believe education must involve a partnership between student, parent, and teacher. I welcome parent/guardian involvement in my classroom at any time. Do not hesitate to contact me if you have any specific concerns about your student. I will respond to email requests swiftly and am available by appointment to discuss a student's needs and progress.

Classroom Video Policy:

A tool utilized to invigorate the curriculum had to keep the student engaged is the use of outside media such as audio and video. My classroom will, at times, show video clips that are pertinent to the subject being taught either as an example for the student, to make a point and/or to stimulate discussion. Rest assured that any video clip shown in class will come from films, documentaries or television programs that have a rating of no higher than PG-13. Additionally, great care will be taken to prevent the showing of offensive material. However, because some of the classes/lessons involve the video and audio created by the student at home as part of an assignment or project, there may be times when something may slip through even with great care taken to instruct students otherwise. The parent should be aware of what the student is working on and can check the requirements on my web site (<http://rathke.us>) if questions arise at home.

Media Release:

The classroom is an active lab and learning environment. Some of the courses (Multimedia and TV Broadcasting) involve video production in and around other students. It is possible that your student may appear in a video production either as a participant or as a bystander. Therefore it is necessary to have the permission of a parent and/or guardian so that the student's likeness may appear in any video production that may eventually be broadcast to the student body in the classroom, in the auditorium, or on the school's web site. By signing the disclosure, you give permission that your student may appear in video and TV productions created at school and you understand that those productions may be broadcast to the student body or to the public in the context of a student production unless you opt-out. If you do not wish to have your student appear in any student video or television production, please initial on the line provided at the end of this paragraph. *[Note: If you initial at the end of this paragraph indicating that your student does NOT have permission to appear in a video or television production and your student is enrolled in the Multimedia and/or the TV Broadcasting course(s), then your student will be required to transfer out of those course(s)].*

_____ does NOT have my permission to appear in any student video or television production. _____
(Student's Name) (Initial)

Contractual Agreement:

This disclosure serves as a contractual agreement between the student, their parent/guardian, and myself. I require that the disclosure verification form attached to this disclosure be signed by the student and the parent/guardian to insure that my policies have been read and understood by the student and parent/guardian regardless of their age [meaning *18-year-olds need a parent/guardian signature unless they have proof of separate residence*]. Please take the time to read this document closely like you would any contract. Then sign, date and return the verification form to me as soon as possible. This is the student's first assignment in my class and carries a point value. ***Additionally, the student may not use computers in my classroom until both the student and parent/guardian return this disclosure signed.***

Please sign and return this disclosure verification form to:

Mr. T. H. Rathke, Room 135
Stansbury High School
5300 N. Aberdeen Lane
Stansbury Park, UT 84074
(435) 822-2479

Mr. T. H. Rathke, M.Ed. – Stansbury High School Business Education Dept.

Classroom Disclosure Verification Form

I have read, I understand, and I agree to abide by the terms of the entire classroom disclosure (both the student and the parent/guardian sections) provided by Mr. T. H. Rathke. I understand that I can get a copy of this disclosure from Mr. Rathke or off the Internet (<http://rathke.us>) if I so desire. I understand that my grade can be seriously impacted by failure to follow classroom rules/procedures as described in the classroom disclosure, by failure to follow school policies/procedures, or by displaying disruptive behavior. I also understand that failure to strictly abide by the Tooele County School District Acceptable Use Policy and the conditions contained in this disclosure may impact my Internet/computer privileges. I also understand that if I lose my Internet/computer privileges, I may be required to withdraw from the class.

Student's Name: _____

Date: _____

Signature: _____

I have read and understand the terms of the entire classroom disclosure (both the student and the parent/guardian sections) provided by Mr. T. H. Rathke. I understand that I can get a copy of this disclosure from Mr. Rathke or off the Internet (<http://rathke.us>) if I so desire. I understand that my child's grade can be seriously impacted by failure to follow classroom rules/procedures as described in the classroom disclosure, by failure to follow school policies/procedures, or by displaying disruptive behavior. I also understand that failure to strictly abide by the Tooele County School District Acceptable Use Policy and the conditions contained in this disclosure may impact my child's Internet/computer privileges. I also understand that if my child loses their Internet/computer privileges, they may be required to withdraw from the class. By signing this disclosure, I also understand that Mr. Rathke believes education is a partnership between teacher, student, and parent/guardian and that I am free to contact him (or he may contact me) to discuss my child's progress at any time. Also, unless otherwise indicated on page four of this disclosure, I give permission for my student to appear in any student video or television production.

Parent/Guardian's Name: _____

Date: _____

Parent/Guardian's Phone #: _____ Email: _____

Signature: _____

Important Notice:

This is the student's first assignment in my class and carries a point value. Please make sure that both the student and parent/guardian sign, date, and return this form to Mr. Rathke as soon as possible. *Additionally, the student may not use computers in my classroom until both the student and parent/guardian return this disclosure signed.*