



Class Times: **7:45 a.m. - 3:00 p.m.**

Teacher Contact Number(s): **(409)984-4000 ext. 3079**

Room Number: **G204**

Email Address: **hwscott@paisd.org**

Mission Statement of PAISD

Our mission, as the primary source of education in the community, is to meet the unique needs of our diverse population by providing a comprehensive quality education for students of the District.

District Parent-Teacher Conference Days*	First Semester TBA					Second Semester TBA
Conference Times	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	10:40 – 11:30
Tutorial Times	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	3:15 – 3:45
State Testing Days*	To Be Announced (Subject to Change by TEA)					
District Testing Days*	CBAs are Every Six Weeks—Testing weeks will be as follows: September 26-30, November 7-11, January 9-13, February 20-24, April 9-13, and May 21-25					
Progress Report Days*	Sept. 9	Oct. 21	Dec. 9	Feb. 3	Mar. 23	May 4
Report Card Days*	Oct. 6	Nov. 17	Jan. 20	Mar. 4	April 19	June 5
Date Study Guides Due to Students*	First Semester January 6, 2012			Second Semester May 21, 2012		
Final Exam Schedule*	Mid-terms January 11, 2012- periods 1, 3, 5, 7 January 12, 2012- periods 2, 4, 6 January 13, 2012- Make-Up			Finals Underclassmen May 24, 2012- Periods 1, 3, 5, 7 May 25, 2012- Periods 2, 4, 6 May 29, 2012- Make-up Seniors May 22, 2012- Periods 1, 3, 5, 7 May 23, 2012- Periods 2, 3, 6 May 24, 2012- Make-up		

Course Overview or Objectives **General requirements.** This course is recommended for students in Grades 10-12.
Prerequisite: Principles of Information Technology.
Introduction. Through the study of web technologies and design, students learn to make informed decisions and apply the decisions to the field of information technology. Students implement personal and interpersonal skills to prepare for a rapidly evolving workplace environment. The knowledge and skills acquired and practiced will enable students to successfully perform and interact in a technology-driven society. Students enhance reading, writing, computing, communication, and critical thinking and apply them to the information technology environment.



Required Textbooks Webmastering Basics Using Microsoft FrontPage 2002. There are no classroom copies available of this textbook. Students must bring book to class daily!

Required Supplies Kleenex, hand sanitizer, a good attitude, and willingness to work! Flash drives are recommended but not required due to issues with computer viruses and unauthorized games. Students must have access to the Internet for this class; therefore, **STUDENTS MUST HAVE SIGNED ACCEPTABLE USE POLICY FOR INTERNET ACCESS.**



Teacher Expectations	Be on best behavior. Be prepared for the day by following dress standards.										
Class Rules, including bathroom and materials procedures	Enter quietly and begin assignment. Work independently; No food, drink, candy, or makeup permitted in class. Cell phones or other electronic devices are not allowed in any classroom in PAISD and will be picked up. Parent will be able to pick up phones on Friday with a monetary return fee. Students are to use the restroom prior to entering class.										
Homework	All assignments can be accessed and <u>must</u> be turned in online. (Students must have signed Acceptable Use Policy on file for Internet access!) Students are encouraged to read and take notes. Many projects can be completed at home.										
Grading Distribution*	Major Tests and Projects		40%								
	Minor Assignments (e.g., homework and classwork)		60%								
Grading Scale*	A	B	C	D	F						
	90-100	80-89	75-79	70-74	69 or below						
Conduct Grades*	Satisfactory		Needs Improvement		Unsatisfactory						
	S		NI		U						
	A conduct grade of a U may only be given if there is documentation of parent notification of behavior concerns.										
Standards for Mastery*	<ol style="list-style-type: none"> Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required. 										
Promotion Policy*	<p>Grade-level advancement for students in grades 9-12 shall be earned by course credits. Students may advance to the next grade level when the appropriate number of credits are earned as follows:</p> <table border="0"> <tr> <td>Sophomore (10th Grade)</td> <td>6 credits</td> </tr> <tr> <td>Junior (11th)</td> <td>13 credits</td> </tr> <tr> <td>Senior (12th)</td> <td>20 credits</td> </tr> </table> <p style="text-align: center;">Graduation Requirements</p> <p>Students must earn 27 specific credits as determined by their diploma choice and pass all TAKS exams in order to qualify for graduation.</p> <p style="text-align: center;">Students not passing TAKS exams may be assigned to remediation classes as determined by the school district.</p>					Sophomore (10 th Grade)	6 credits	Junior (11 th)	13 credits	Senior (12 th)	20 credits
Sophomore (10 th Grade)	6 credits										
Junior (11 th)	13 credits										
Senior (12 th)	20 credits										
Make-Up Policy*	<p>Students may make-up work, tests or assessments for excused absences upon returning to school according to the district policy. It is the responsibility of the student and/or parent to request make-up work and submit to the teacher.</p>										
Attendance Policy*	<p>Students must be in attendance for at least 90% of the days a course is offered. A student may lose credit if they are not in attendance for at least 90% of the class. Attendance Committee decisions may be appealed according policy FEA.</p>										



Re-teach Policy*	<p>To ensure that students master the material, reteaching may include, but shall not be limited to the following:</p> <ol style="list-style-type: none"> 1. The student may be required to correct or rework unsatisfactory assignments. In these circumstances, the grade earned shall replace the original grade. 2. The student may be required to retake a major examination. In these circumstances, the grade earned shall replace the original grade. 3. The teacher may require the student to attend a tutorial program or remedial or accelerated classes. When these are assigned, co-curricular or extracurricular activities shall not interfere with the requirement to attend the tutorial or assigned classes. 4. The teacher may assign additional work on a particular unit or project for the student to complete. 5. The teacher may work with small groups during class time while other students work independently.
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Academic Dishonesty*	<p>Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.</p>
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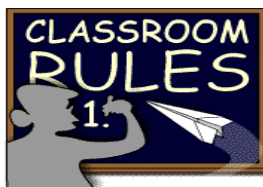
Other Important Information	<p>All assignments and tests are online. Students must have signed parent permission slip. Some of our online accounts require an e-mail address to set-up account.</p>
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Helpful Website	<p>http://www.paisd.org http://TeacherWeb.com/TX/MemorialHighSchool/HopeScott http://www.delicious.com/hopescott (Web Mastering bookmarks) http://www.edmodo.com/hopescott (for discussions and to review and turn-in all assignments) http://www.hwscott.net</p>
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CLASS GUIDELINES FOR TEACHERS AND STUDENTS

Teacher Responsibility

1. To treat students with respect.
2. To be prepared for class each day.
3. To clearly explain expectations and instructions.
4. To provide equal opportunity for success.
5. To support students in doing their best work.
6. To provide a professional classroom environment.



Student Responsibilities

1. To treat fellow classmates and teacher with respect.
2. To be responsible about attendance and punctuality.
3. To listen attentively and work quietly.
4. To follow directions and stay on task.
5. To do his/her best work daily.
6. To treat materials and equipment with respect.



Computer Lab Reminders

1. Students are not allowed to eat, drink, and put on makeup, our use electronic devices in the computer lab.
2. Students are not allowed to burn CDs.
3. Students should not reposition computers or plug/unplug cords/cables.
4. Students are not allowed to change computer settings (including the wallpaper and screen savers).
5. Students are not to go to Internet sites without permission (including e-mail, games, music and etc).
6. Students are not allowed to save music on computer.
7. Attempt to bypass district firewall protection will result in expulsion!

Scope and Sequence

1st Six Weeks	2nd Six Weeks	3rd Six Weeks
Review skills Resume (Word) This Is Me (PowerPoint) Drawing (Publisher) "I Am" poem (PowerPoint) Self-Portrait (MS Word) Unit 1 - Web Mastering Concepts Unit 1 Exam Unit 2 – FrontPage	Unit 2 – FrontPage cont'd Unit 2 Exam Music Web Site Order Form Funny Voices (w/order form) Scouting	Unit 4 – Design Mid-term Exam Unit 4 Exam Photo Editing (animate name) Photoshop Projects Web Graphics Clip Art websites Texas Spice Company E-Portfolio containing work from 1 st semester
4th Six Weeks	5th Six Weeks	6th Six Weeks
Unit 3 – HTML Unit 3 Exam All About Me w/Favorite Photo Album Planets Self-Portrait Quiz (you created) American Heart w/form	Unit 5 – Scripting Unit 5 Exam JavaScript forms Create js swap/rollover Create popup Weights (add to Planets) Search (add to All About Me) HTML Tag list (from Unit 3)	Unit 6 – Hosting Unit 6 Exam Final Exam Final Portfolio containing work from 1 st and 2 nd semesters Create Wix or Yola account Create 3-page Web site Use Windows Movie Maker

Minor Work 60% of grade	Possible Points	Major Work 40% of grade	Possible Points
Supplies / Signature Sheet	20 each (1st week only)	Unit Exams	100
Daily Assignments	100	Mid-Term Exam	100
Weekly Vocabulary	100	Mid-Term Portfolio	300
Weekly Projects	100	Final Exam	200
Peer Tutoring	50	Final Portfolio	600
Participation	100/3 WEEKS		

Grading scale is District policy.



Memorial High School

Calvin Rice, Sr., Interim Principal

Mrs. H. Scott, Web Mastering

Acceptable Use of Computers and Networks Policy
PARENT LETTER FOR SYSTEM USERS

Dear Parent/Guardian:

Your child has been selected to participate in PAISD's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communication system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable.

While the District will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible for the District to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communication system.

Sincerely yours,

Use of the computer to access telecommunications resources is a privilege, not a right. Violations of the policies and procedures of the Port Arthur Independent School District concerning the use of computers and networks will result in disciplinary actions similar to other Code of Conduct violations:

STUDENT VIOLATIONS

Level 1: Warning: Student would lose computer privileges/Internet access until a parent conference. Further loss of privileges and length of time will be determined by the administration.

Level 2: Pattern of abuse or flagrant violations: Any student who, after Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from class and recommended for suspension.

Level 3: Expellable offense: Student could be expelled from school if he or she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by State and Federal law. Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers or the Internet, or instances when students have used PAISD Internet access to violate the law or to compromise another computer network.

Entire document can be viewed by visiting <http://www.paisd.org/otherschoolinfo/aupolicy.htm>.

**REMEMBER: COMPUTER USE IS NOT A RIGHT;
IT IS A PRIVILEGE THAT CAN BE REVOKED!!**

Department of Curriculum and Instruction
(* Denotes District Policy, Procedure or Expectation)



Definition of Computer Violations and Consequences

INFRACTION	DEFINITION	JUSTIFICATION	PENALTY
Inappropriate Use of the Computer	Includes any file sharing program and/or viewing any site containing pornography, extreme violence, drugs, or weapons	Inappropriate use of the network, non-academic, allows students to share files, network security - allows outside access to our network files and computer viruses	Level 1: Warning: Student would lose Internet access pending parent conference. Level 2: Pattern of abuse or flagrant violations: remove from class; suspension Level 3. Expellable offense as defined by State and Federal Law.
Instant Messaging	The use of any Internet-based chat program	Non-academic, network security, student safety, district/campus liability	Level 1: Warning: Student would lose Internet access pending parent conference. Level 2: Pattern of abuse or flagrant violations: remove from class; suspension
MP3 Files	Downloading, saving, or listening to MP3 files, unless instructed to do so	Copyright violation, takes up campus server space	Level 1: Warning: Student would lose Internet access pending parent conference. Level 2: Pattern of abuse or flagrant violations: remove from class; suspension Level 3. Expellable offense as defined by State and Federal Law.
Downloading	Saving or installing an executable program to the computer	Takes up campus server space, network security, non-academic, campus liability, allows outside access to our network files and viruses	Level 1: Warning: Student would lose Internet access pending parent conference. Level 2: Pattern of abuse or flagrant violations: remove from class; suspension Level 3. Expellable offense as defined by State and Federal Law.
Sharing Log-in (Username and/or Password)	Giving another student access to your computer account	Student accountability, accessing of other student folders can lead to cheating and destruction of student files	Level 1: Warning: Student would lose Internet access pending parent conference. Level 2: Pattern of abuse or flagrant violations: remove from class; suspension Level 3. Expellable offense as defined by State and Federal Law.
Games/Web sites not Curriculum Related	Viewing any site or playing a game that you were not instructed to	Non-academic, misuse of system resources, allows outside access to our network files and computer viruses	Level 1: Warning: Student would lose Internet access pending parent conference. Level 2: Pattern of abuse or flagrant violations: remove from class; suspension Level 3. Expellable offense as defined by State and Federal Law.
E-mail	The use of any Internet-based mail program unless instructed and supervised by a teacher	Non-academic, network security, district/campus liability, student safety	Level 1: Warning: Student would lose Internet access pending parent conference. Level 2: Pattern of abuse or flagrant violations: remove from class; suspension



Memorial High School
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Please sign and return this form for Internet access.

Student Work/Photo Release Form

_____ I DO give permission for my child's picture/student work to be taken for use in local newspapers, school newsletters, school website, etc.

_____ I DO NOT give permission for my child's picture/student work to be taken for use in local newspapers, school newsletters, school website, etc.

Acceptable Use of Computers and Networks Agreement

STUDENT'S AGREEMENT

In order to make sure that all members of the PAISD community understand and agree to these rules of conduct, PAISD asks that you as a student user sign the following statement.

I understand and will abide by the district guidelines and conditions for the use of the facilities of Port Arthur Independent School District and access to the Internet. I further understand that any violations of the district guidelines are unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold PAISD or any of its employees or any of the institutions for networks providing access to PAISD responsible for the performance of the system or the content of any material accessed through it.

Student Name (Printed) _____ Class Period _____

Student's Signature _____

PARENT'S/GUARDIAN'S AGREEMENT

In order to make sure that all members of the PAISD community understand and agree to these rules of conduct, PAISD asks that you as a parent/guardian sign the following statement.

I agree not to hold PAISD or any of its employees nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it. As the parent or guardian of this student I have read the Terms and Conditions for PAISD facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold PAISD responsible for materials acquired or sent via the network.

Date _____

Student Name _____

Parent's Signature _____

Phone Number _____
 (Home and Cell numbers)

Best time to call _____

Your signature indicates that you have read and understand the Acceptable Use Policy of Port Arthur Independent School District and that you also understand the consequences for violations.