

DCT/OJT Class Requirements & Grading Procedures

Team Projects (Summative Grade-30 points/chapter)

- Each chapter will require a summative team project to be presented to the class.
- Teams will rotate through 6 project categories for each chapter. Categories are: **Vocabulary Development, Main Ideas/Takeaways, Technology Connection, Current Event or News Report, Creative and Quiz**
- Class time of 20 minutes/day, 3 days per week will be devoted team planning.
- Presentation days will usually be on either Thursday or Friday, depending on other school events & holidays. Presentations should last no more than 5 minutes.
- Team members who miss more than one team planning or presentation day, regardless of absence type, will be required to complete an alternate assignment.
- Team leaders will take team attendance each day and facilitate team planning and delegation of roles.
- Team members will rate each other on participation/effort. Points will be deducted on an individual basis for team members who are not actively participating.
- Consistently non-participating team members will be assigned an alternative assignment.
- Teams will change every quarter and will be picked randomly. Students may be moved to a different team based on behavioral/academic needs or to distribute students evenly.

Team Project Examples:

Students are encouraged to come up with their own engaging ideas for team projects. Here are some examples to get started:

<u>Vocabulary</u>	<u>Main Ideas-Takeaway</u>	<u>Technology Connection</u>	<u>Current Event/News Story</u>	<u>Creative</u>	<u>Quiz</u>
Crosswords	Skit	App Intro	NPR Story	Poster	Kahoot
Flashcards	Essential Questions	Website	Newspaper	Pictionary	Jeopardy
Hangman		Software	Web Article	Game	Written Quiz
Bingo	PowerPoint	Tool	Local Event	Brainstorm	Online Quiz
Jeopardy	Survey	Scientific Discovery	Your written news story	Skit	Related Trivia Quiz
Word wall	Prezi			Problem	

Unit Tests (Summative Grade-points vary/unit)

- Students will take an in-class online summative for each Unit in the textbook (7 total)
- Students will have the opportunity for one retake per unit test during scheduled Wednesday office hours. They must first complete their “Ticket to Retest”.
- Make-up tests will be given during scheduled Wednesday office hours only.
- Students who complete and pass ALL (optional) chapter tests in the unit (before unit testing date) will receive 1 summative extra credit point per chapter in the unit.

For example, Unit 1 consists of only Chapters 1 and 2. If a student takes and passes **both** Chapter 1 and 2 Tests, they will receive 2 summative points added to their Unit 1 Test grade. If they only take/pass one test, they will not receive any extra credit points. Chapter tests are open book/open notes and may be taken from any computer at any time before the Unit test.

Independent Study- (Formative Grades-60 points/chapter)

Class time of 15-20 minutes/day, 3 days per week will be devoted independent study. *All Independent Study activities (including e-book access) may be completed from any computer w/ internet access on the connect.mheducation.com portal (don't type www.)*

Online Activities: 10 points each (30 points total per chapter)

***Due at 11:59pm on the set due dates. One point is deducted per activity for each day (school day or otherwise) that it is late. This is done automatically through the online interface.**

- Students will be responsible for timely completion of these three online activities for each chapter: **Chapter Concepts, Vocabulary Review, and Chapter Quiz**

Notebook checks: 10 points each (30 points total per chapter)

***All items due at end of class period on day before presentation day.**

- Students will be responsible for writing/typing all vocabulary words and definitions in their class notebook for each chapter. **10 points/chapter**
- Students will be responsible for writing a reflection of main ideas and concepts for *each section* of each chapter in their class notebook. **Reflections must be written in student's own words to earn credit. 10 points/chapter**
- Students will be responsible for answering each reflection question in their class notebooks. **10 points/chapter**
- Notebooks will be collected on presentation days for grading.

OJT Class Requirements & Grading Procedures

OJT Grades:

Missing OJT paperwork: 100 point summative- Students who have ALL required OJT forms current, including an up-to-date Training Plan and Training Agreement, all Time Cards, and Report Cards will be exempt from this grade. Students with any missing item will receive a zero until that item is turned in.

Time Cards- 100 point formative for each month- Completed and signed time cards are due on the first Monday of the next month. If the first Monday is a holiday, they are due the following school day. Students will have a grace period of the remainder of the school week in which time cards are due to earn full credit (if all hours requirements are met-see below). Beginning on the 2nd Monday of the month, students will lose 10 points for every day time cards are late up to a maximum deduction of 40 points (4 days).

In addition to timely submittal of time cards, students must work AT LEAST the minimum number of hours/week that corresponds to the number of OJT periods on their schedule (1 period=10, 2 periods=15, 3 periods=20). Students who do not earn the minimum hours for that week will not receive points for that timecard grade in the period they didn't have enough hours to support.

For hour calculation purposes, there are 4 "weeks" in every month. These are as follows:

Dates for each "week" time period on time card	
Week One: 1 st -7 th	Hours worked on the 8 th may be used in either week 1 or 2
Week two: 9 th - 15 th	
Week three: 16 th -22 nd	Hours worked on the 23 rd may be used in either week 3 or 4
Week four: 24 th -30 th /31 st	

Timecard Grade calculation example:

John is in 6th and 7th periods OJT and requires 15 hours/week. He works 16 hours per week in weeks 1,2 and 15 hours in week 3 but only 14.75 in week 4. If John turns his time card in on time, he will earn 100% for 7th period OJT, and 75% for 6th period OJT. If he turns his time card in 2 days past the end of the grace period, he will receive 80% in 7th period and 55% in 6th period (10 points deducted from each grade per day late).

OJT Minimum Hour Exemptions:

*For up to two weeks per school year, students may use a "**Request for Absence**" form to be exempt from their work hour requirements for any one "week" time period other than during an OJT Audit Period. There are no hour exemptions during the two FTE audit weeks (October & February). Exact dates will be provided.

*For up to two weeks per school year in addition to the first two weeks of school, students may use "**Work Search Logs**" to search for a job if they become unemployed. After the second week, the student will be removed from OJT. Students must notify teacher on the next school day if their employment is terminated.

*No other exemptions can be made for OJT work hour requirements, including medically verified reasons.

Report Cards- 100 point summative- Each quarter, supervisors grade students on their performance at work.

DCT Attendance Grade- 100 point formative- DCT Attendance Grade-

For each excused and unexcused DCT absence per quarter, students will lose 3 points on their DCT attendance grade in their OJT section(s). Students with excessive absences will be removed from the OJT program and will not be eligible to re-enroll in the program. In order for an absence to be verified (coded V), the student or parent/guardian must provide written verification for the absence to the attendance clerk. Teachers do not have the ability to verify an absence. Other acceptable absence codes include Field Trips (F) and Guidance (G).

Failing DCT Class- 100 point summative- Students with a passing DCT class grade will be exempt from this grade and it will not affect their OJT grade. Other students will receive a zero.