

# Blended Class Guidelines

## Software/Hardware Requirements:

The following computer requirements are necessary to fulfill the assignments in a blended classroom environment:

- Microsoft Office Suite 2003 or newer
- Internet connection
- Capability of viewing video
- Windows Media Player
- Adobe Professional
  - or a free software that is comparable – PrimoPDF at [primopdf.com](http://primopdf.com)
- Speakers and a microphone
- District issued tablet or library issued are recommended
  - Apps will be utilized and specified by instructor.

If you do not have this software, capabilities or devices, you will be expected to utilize the MHS library to fulfill your course requirements.

## Attendance Expectations:

The blended courses are based on face-to-face class on Tuesday and Thursday and web based instruction on Monday, Wednesday, and Friday. Attendance on Tuesdays and Thursdays is crucial for course success. If a Tuesday or Thursday is missed a make-up session with your instructor must be completed. If you miss a total of 4 Tuesdays or Thursdays, you will be removed from the blended class and placed in a regular class. The process will be:

- 1<sup>st</sup> absence – make-up session
- 2<sup>nd</sup> absence – make-up session, student conference with Assistant Principal and the Site Coordinator, parent contact
- 3<sup>rd</sup> absence – make-up session, student conference with Assistant Principal, Site Coordinator and parent
- 4<sup>th</sup> absence – student will attend class in the school provided classroom everyday

## Face to Face Attendance Expectations

\* Students absent due to school business will be required to attend class in the classroom the following day after the missed day. They must make up one day for every T/TH or M/W/F assignments missed.

\*\* Student are required to be physically in the classroom 2 days per week due to state required seat time.

Late/Missing or Unfinished Web-based Assignments

- 1<sup>st</sup> time an assignment is late/missing or unfinished the student will attend class in the classroom the next 2 “home” days.
- 2<sup>nd</sup> time an assignment is late/missing or unfinished the student will attend class in the classroom for 2 weeks.
- 3<sup>rd</sup> time an assignment is late/missing or unfinished the student will attend class in the classroom permanently.

Late Work Policy

- Completion of daily work is crucial for students to stay current with the overall requirements of the course (s).
  - Missed assignments will receive a zero.

Grade Expectations:

If a student’s grade drops below an overall grade of 80, then the student is expected to attend face to face classes until the overall grade returns above an 80.

Blended Instructors:

Adam Hovde Physics

Jason Poe English III

Sandy Lumley Algebra II

Chris Porter U.S. History

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Student Signature

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Parent Signature