



Course Information/Objective

We are excited to be able to bring CTE (Career and Technical Education) to Stevenson. This will be a semester class that focuses on learning about ourselves and how to pick a future career that we will enjoy. Our goals are to become more aware of the type of student we are, what our true interests are, and develop skills that make us desirable in our career.

From participating in this class you will be more prepared when planning your path for high school and your future after.

Platform information

In this class we will be using Google Classroom as the online learning platform. Please sign into our classroom at the start of each class for assignments, due dates, discussions, and announcements.

Online Meeting Expectations

- Be on time - Be on time and prepared with your device charged. Close material and tabs from other classes. Make sure all tech works 5-10 minutes before the meeting.
- Mute yourself - Mute yourself right away to eliminate background noise.
- Presentation - Consider your surroundings and attire. Find a good spot in the home with few distractions and make sure you're wearing something appropriate for the day.
- Headphones - Use headphones if you have them. If your headphones or earbuds have a microphone, even better.
- Signals - Use hand signals:
 - Thumbs up = Yes/Thumbs down = No
 - Hand by ear = Can't hear
 - Raise hand = Have a comment
- Be Respectful - Follow the agreements of the group.
- Adhere to TRUF for appropriate use of technology



Materials Needed

As of right now, all you need is your computer, a pencil and scratch paper. All assignments will be turned in through Google classroom.

Optional: Earbuds/headphones with microphone

Grading (Weights & Grading Policy)

Grades will be updated in Infinite Campus on the 2nd and 4th Wednesday of each month.

The grading policy for this class conforms to the school wide four point system. While grades are important to students and parents alike, I believe that the grade does not represent the whole child. Learning is a life-long process. Therefore, the emphasis in my class will be on both the process of learning as well as the final product. The grade breakdown is as follows:

- 50% Classwork/homework
- 20% Projects
- 30% Assessments

We will be grading based on the CTE standards and Common Core State Standards.

Brief overview of classroom/behavior management

Students are expected to follow all school rules, Chapter 19 rules, and the three main classroom rules: *Buccaneers are Respectful, Responsible, and Safe*. Take responsibility for your own words and actions.

If students choose to break the rules, they will have the following consequences;

- First offense: Verbal warning
- Second offense: Recess/Lunch detention and an Email/Call/Text to parents
- Third offense: Email/ Call/Text to parents and referral to the office

Depending on the severity of the action there may be steps that are skipped. Each situation will be handled on an individual basis.

Retake Policy

Students will be able to retake any assessment within the quarter. They will need to make an appointment with me to practice the skill and another one to make it up.



How to contact for additional support

Please email me whenever you have a question. I will respond within 24 hours.

Candace.kinoshita@k12.hi.us

I will also have office hours on Tuesday from 2:00 to 2:30 pm and Thursday from 2:30 to 3:00 pm. Links will be provided in the Google classroom. If you need more support or a different time, please contact me.

To help with communication this year, I will be using the Remind app. There will be more information to follow.

Platform being used for online meetings

We will be using Webex for our classroom meetings. You will be able to find this link in our blackboard classroom.

What to do if Webex crashes/cannot access link/tech issues?

- Check the Google classroom at least every 5 minutes for updates or a new link
- Check your email at least every 5 minutes for updates or a new link
- If all of this is not working, check the remind app

Parent Contact

Please be sure your emergency contact information is up to date in Infinite Campus.

Thank you for your support and please let me know if you have any questions. The best way to contact me is via email, candace.kinoshita@k12.hi.us

I am very excited to be teaching your student and look forward to an amazing semester.

Mrs. Kinoshita