

BRAZOS HIGH SCHOOL



PLATO COURSEWARE HANDBOOK

2020-2021

PLATO Learning Environment

Plato is used for course credit, credit recovery, and graduation endorsements at Brazos High School. This self-paced, interactive learning tool is computer-based and may be used anywhere and anytime internet connectivity is available. The environment are requirements vary based on student need.

Credit Recovery

Students who do not earn a 70 or greater in a course will be required to make up the failed credit. Students whose semester average falls between a 60-69 may repeat the course using the credit recovery courseware through Plato. Credit recovery students will be scheduled a Plato class period within their schedule and will be under the supervision of the Plato professional in the library. Credit recovery students are expected to stay on task, stay on pace to complete the course(s) in a timely manner, and take notes during their computerized lessons. Most tasks are graded by the Plato program, a few are graded by the supervisor or Plato professional. If you have any questions, please email the teacher listed on your student's schedule.

Students whose semester average falls below a 60 will retake the course, face-to-face, with an instructor.

Course Credit for Seniors Only

Seniors who are credit deficient for graduation may be allowed to take courses for initial credit using the Plato courseware with prior written approval from the Superintendent. Requests will be evaluated on a case-by-case basis. Every effort will be made to enroll students in face-to-face instruction first. Initial credit students are expected to stay on task, stay on pace to complete the course(s) in a timely manner, and take notes during their computerized lessons. Most tasks are graded by the Plato program, a few are graded by the supervisor or Plato professional. If you have any questions, please email the teacher listed on your student's schedule.

Initial Credit- Grades 9-11

Students in grades 9-11 will not be allowed to earn initial course credit using the Plato courseware except when in the pursuit of a specified endorsement, per their graduation plan, in which the specific courses are not offered at Brazos High School in a face-to-face instructional setting. The specific courses in which students may take for original credit using Plato courseware are as follows:

- Entrepreneurship
- Advertising
- Sports and Entertainment
- Principles of Information Technology
- Web Technologies
- Principles of Audio and Visual Design
- Graphic Design
- Principles of Health Science
- Health Science Theory
- Medical Terminology
- Principles of Education
- Child Development
- Instructional Practices

Details about the specific endorsements are included in this handbook.

Students who enroll in Plato courses for endorsement purposes will be supervised by certified teachers. The students' schedules will list the course in which they are enrolled along with the name of their teacher. Student's will be given a syllabus detailing assignments and due dates.

Please see the attached Plato Software Contract for student expectations and requirements. Student grades will be recorded in accordance with the district grading policy. The following percentages will apply:

Major Grades: 20% (Post Tests, Unit Activities)

Minor Grades: 80% (Master Tests, Discussion Boards)

Your Business and Industry Endorsement Options

Choose one of seven options to earn your **Business & Industry** endorsement.
You can complete consecutive levels:

- **Agriculture, Food, & Natural Resources**
 - Applied Ag. Engineering
 - Principles of Ag (9th grade)
 - AG Mech. (10th grade)
 - AG Fabrication (11th grade)
 - AG Power (12th grade)
 - Animal Science
 - Principles of Ag (9th grade)
 - Fisheries & Wildlife (10th grade)
 - Livestock Production (11th grade)
 - Advanced Animal Science (12th grade)
 - Agribusiness
 - Principles of Ag. (9th grade)
 - Professional Standards in Agribusiness (10th grade)
 - Ag. Math (11th grade)
 - Ag. Leadership (12th grade)
 - Plant Science
 - Principles of Ag. (9th grade)
 - Horticulture (10th grade)
 - Floral Design I (11th grade)
 - Advanced Floral Design (12th grade)
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- **Business Management & Administration**
 - Finance
 - Principles of Business (9th grade)
 - Money Matters (10th grade)
 - Accounting I (11th grade)
 - Statistics (12th grade)
 - Business and Industry
 - Principles of Business (9th grade)
 - Money Matters (10th grade)
 - BIM 1 (11th grade)
 - BIM 2 (12th grade)
 - Marketing
 - Principles of Business (9th grade)
 - Entrepreneurship (10th grade)
 - Advertising / Sports and Entertainment (11th grade)
 - Accounting (12th grade)
 - Business Management
 - Principles of Business (9th grade)
 - Money Matters (10th grade)
 - BIM (11th grade)
 - BIM II (12th grade)
 - Information Technology
 - Principles of Information Technology (9th grade)
 - BIM 1 (10th grade)
 - Digital & Interactive Media (11th grade)
 - Web Technologies (12th grade)

- Arts, A/V & Communications – Graphic Arts
 - Principles of Audio & Visual (9th grade)
 - Graphic Design (10th grade)
 - Digital & Interactive Media (11th grade)
 - Web Technologies (12th grade)

Your Public Services Endorsement Options

Choose one of two options to earn your **Public Services** endorsement. You can complete consecutive levels:

- Health Science
 - Medical Terminology (9th grade)
 - Principles of Health Science (10th grade)
 - Health Science Theory (11th grade)
 - Anatomy & Physiology (12th grade)
- Education and Training
 - Principles of Education (9th grade)
 - Child Development (10th grade)
 - Practicum in Education (11th grade)
 - Instructional Practice (PALS) (12th grade)

Animal Science

9TH GRADE	PRINCIPLES OF AGRICULTURE
10TH GRADE	FISHERIES & WILDLIFE
11TH GRADE	LIVESTOCK PRODUCTION
12TH GRADE	ADVANCED ANIMAL SCIENCE

Principles of Agriculture

Prerequisite: None

Credit: 1 (state)

This introductory level course will allow a student with an interest in the field of agriculture the opportunity to develop knowledge and skills regarding career opportunities, personal development, globalization, industry standards, details, practices, and related expectation. Students will explore all aspects of the cluster.

Fisheries & Wildlife

Prerequisite: Principles of Ag

Credit: 1 (state)

Wildlife, Fisheries, and Ecology Management examines the management of game and non-game wildlife species, fish, and aqua crops and their ecological needs as related to current agricultural practices. To prepare for careers in natural resource systems, students must attain academic skills and knowledge, acquire technical knowledge and skills related to natural resources, and develop knowledge and skills regarding career opportunities, entry requirements, and industry expectations. To prepare for success, students need opportunities to learn, reinforce, apply, and transfer their knowledge and skills in a variety of settings.

Livestock Production

Prerequisite: Principles of Ag, Fisheries & Wildlife

Credit: 1 (state)

Students will learn about career opportunities, entry requirements, and industry expectations. Animal species to be addressed in this course may include, but are not limited to, beef cattle, swine, sheep, goats, and poultry.

Advanced Animal Science

Prerequisites: Principles of Ag, Wildlife, & Livestock

Credit: 1

This course examines the interrelatedness of human, scientific, and technological dimensions of livestock production. Instruction is designed to allow for the application of scientific and technological aspects of animal science through field and laboratory experiences. Students must meet the 40% laboratory and fieldwork requirement.

Power Systems

9TH GRADE	PRINCIPLES OF AGRICULTURE
10TH GRADE	AG MECHANICS
11TH GRADE	AG FABRICATIONS
12TH GRADE	AG POWER SYSTEMS

Principles of Agriculture

Prerequisite: None

Credit: 1 (state)

This introductory level course will allow a student with an interest in the field of agriculture the opportunity to develop knowledge and skills regarding career opportunities, personal development, globalization, industry standards, details, practices, and related expectation. Students will explore all aspects of the cluster.

AG Mechanics

Prerequisite: Principles of AG

Credit: 1 (state)

This course is designed to develop an understanding of agricultural mechanics as it relates to safety and skills in tool operation, electrical wiring, plumbing, carpentry, fencing, concrete, and metal working techniques. There will be a lab fee of \$10 to go towards the cost of supplies for projects that the students will get to take home, if they have paid the lab fee.

AG Fabrications

Prerequisite: AG Mechanics

Credit: 1-2 (state)

Students explore career opportunities, entry requirements, and industry expectations as they design and build various shop projects from wood and metal. It is strongly encouraged for students to plan and then build or repair a major project out of wood or metal for this class. All materials will be paid for by the student.

AG Power Systems

Prerequisites: AG Fabrications

Credit: 1-2 (state)

Students explore career opportunities, entry requirements, and industry expectations as they design and build various shop projects from wood and metal. It is strongly encouraged for students to plan and then build or repair a major project out of wood or metal for this class. All materials will be paid for by the student.

Agribusiness

9TH GRADE	PRINCIPLES OF AGRICULTURE PROFESSIONAL STANDARDS IN
10TH GRADE	AGRIBUSINESS
11TH GRADE	AG MATH
12TH GRADE	AG LEADERSHIP

Principles of Agriculture

Prerequisite: None

Credit: 1 (state)

This introductory level course will allow a student with an interest in the field of agriculture the opportunity to develop knowledge and skills regarding career opportunities, personal development, globalization, industry standards, details, practices, and related expectation. Students will explore all aspects of the cluster.

Professional Standards in Agribusiness –

- *** (Professional Communications is attached to this course)*

Prerequisite: Principles of Ag

Credit: ½ (state)

Professional Standards in Agribusiness primarily focuses on leadership, communication, employer-employee relations, and problem solving as they relate to agribusiness. To prepare for careers in agribusiness systems, students must attain academic skills and knowledge, acquire technical knowledge and skills related to leadership development and the workplace, and develop knowledge and skills regarding agricultural career opportunities, entry requirements, and industry expectations. To prepare for success, students need opportunities to learn, reinforce, apply, and transfer their knowledge and skills in a variety of settings. This class focuses on contest and awards members may achieve through FFA involvement.

Ag Math

Prerequisite: Principles of Ag, Professional Standards in Agribusiness

Credit: 1 (state)

In Mathematical Applications in Agriculture, Food, and Natural Resources, students will apply knowledge and skills related to mathematics, including algebra, geometry, and data analysis in the context of agriculture, food, and natural resources. To prepare for careers in agriculture, food, and natural resources, students must acquire technical knowledge in the discipline as well as apply academic skills in mathematics. To prepare for success, students need opportunities to reinforce, apply, and transfer their knowledge and skills related to mathematics in a variety of contexts. This class focuses on contest and awards members may achieve through FFA involvement.

Ag Leadership

Prerequisites: Principles of Ag, Professional Standards in Agribusiness, Ag Math

Credit: 1 (state)

Agribusiness Management and Marketing is designed to provide a foundation to agribusiness management and the free enterprise system. Instruction includes the use of economic principles such as supply and demand, budgeting, record keeping, finance, risk management, business law, marketing, and careers in agribusiness. To prepare for careers in agribusiness

systems, students must attain academic skills and knowledge, acquire technical knowledge and skills related to agribusiness marketing and management and the workplace, and develop knowledge and skills regarding career opportunities, entry requirements, and industry expectations. To prepare for success, students need opportunities to learn, reinforce, apply, and transfer their knowledge and skills in a variety of settings. This class focuses on contest and awards members may achieve through FFA involvement.

Plant Science

9TH GRADE	PRINCIPLES OF AGRICULTURE
10TH GRADE	HORTICULTURE
11TH GRADE	FLORAL DESIGN I
12TH GRADE	ADVANCED FLORAL DESIGN

Principles of Agriculture

Prerequisite: None

Credit: 1 (state)

This introductory level course will allow a student with an interest in the field of agriculture the opportunity to develop knowledge and skills regarding career opportunities, personal development, globalization, industry standards, details, practices, and related expectation. Students will explore all aspects of the cluster.

Horticulture

Prerequisite: Principles of Ag

Credit: 1 (state)

Horticultural Science is designed to develop an understanding of common horticultural management practices as they relate to food and ornamental plant production. To prepare for careers in horticultural systems, students must attain academic skills and knowledge, acquire technical knowledge and skills related to horticulture and the workplace, and develop knowledge and skills regarding career opportunities, entry requirements, and industry expectations. To prepare for success, students need opportunities to learn, reinforce, apply, and transfer knowledge and skills in a variety of settings. This class involves maintenance and care of greenhouse and outdoor garden.

Floral Design I

Prerequisite: Principles of Ag, Horticulture

Credit: 1 (state)

(\$30 Lab Fee Required for the Year)

This course examines all aspects of the floriculture industry. The student will gain knowledge and skills that will allow them to work in the floral industry. In this course students will act as a retail florist and learn to make various arrangements as well as learn how to run a floral business. This course also counts as an Art credit.

Advanced Floral Design

Prerequisites: Principles of Ag, Horticulture, & Floral Design I

Credit: 1

(\$30 Lab Fee Required for the Year)

In this course, students build on the knowledge from the Floral Design course and are introduced to more advanced floral design concepts, with an emphasis on specialty designs and specific occasion planning. This course focuses on building skills in advanced floral design and providing students with a thorough understanding of the design elements and planning techniques used to produce unique specialty floral designs that support the goals and objectives of a specific occasion or event. Through the analysis and evaluation of various occasion and event types, students explore the design needs and expectations of clients and propose and evaluate appropriate creations. From conception to evaluation, students are challenged to create and design appropriate specialty floral designs that meet the needs of the client. Furthermore, an emphasis on budgetary adherence and entrepreneurship equips students with many of the necessary skills needed for success in floral enterprises.

Arts, Audi Visual & Communication

9TH GRADE	PRINCIPLES OF ARTS, AUDIOVISUAL & COMMUNICATIONS
10TH GRADE	GRAPHIC DESIGN
11TH GRADE	DIM
12TH GRADE	WEB TECHNOLOGIES

Principles of Arts, AV Technology & Communications

Prerequisite: None

Credit: 1 (state)

This introductory level course will foster a student's creativity with the arts, computers and technology applications. Students will also build skills in both oral and written communication. Upon successful completion students will be ready to further explore their interests in this exciting cluster. Career opportunities, entry requirements, and industry expectations will be studied in greater depth.

Graphic Design and Illustration

Prerequisite: None

Credit: 1 (state)

This course develops an understanding of the graphic design and illustration industry with a focus on fundamental elements and principles of visual art and design. Career opportunities, entry requirements, and industry expectations will be studied in greater depth.

Digital and Interactive Multimedia

Prerequisite: None

Credit: 1 (state)

In this course students will design and create multimedia projects with emerging technologies. Students will design, import, and manipulate text, graphics, audio, video, and animation with editing software. With the use of interactive media, the students will be able to identify appropriate software needed to solve customer needs and resolve real world problems.

Web Technologies

Prerequisites: None

Credit: 1 (state)

This course provides students with an opportunity to develop and impact the sharing of information through web design. This course explores the roles of the Internet, and the use of web pages in real world applications. Students will develop skills in designing, creating, editing, and installing web pages while learning to access, navigate and maintain online services.

Business Management

9TH GRADE	PRINCIPLES OF BUSINESS
10TH GRADE	MONEY MATTERS
11TH GRADE	BIM
12TH GRADE	BIM II

Principles of Business

Prerequisite: None

Credit: 1 (state)

In this introductory level course students gain knowledge and skills in economies and private enterprise systems, the impact of global business, marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles.

Money Matters

Prerequisite: None

Credit: 1 (state)

Students will gain a very good understanding of budgeting, credit use, setting financial goals, savings and investments options. Students will also gain knowledge on the free market system with emphasis on basic economic indicators, functions of money, and monetary policy.

Business Information I

Prerequisite: None

Credit: 1 (state)

Do you have what it takes to get a good paying job? Do you have computer skills to help you get ahead in school and the workforce? Take this class to move you forward in today's society. You will develop skills in Microsoft Excel, Access, Word, and PowerPoint that will strengthen your individual performance in the workplace and in society to make a successful transition to the workforce and post-secondary education! In order for a student to be successful in this course, prior computer literacy skills are a must.

Business Information II

Prerequisites: BIM

Credit: 1 (state)

Take it to the next level! Students will apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software.

Education and Training

9TH GRADE	PRINCIPLES OF EDUCATION
10TH GRADE	CHILD DEVELOPMENT
11TH GRADE	PRACTICUM IN EDUCATION
12TH GRADE	PALS

Principles of Education

Prerequisite: None

Credit: 1 (state)

This introductory level laboratory course that enables students to investigate careers in the education clusters, including counseling and mental health, early childhood development, family and community, personal care services and education and training careers. Students will understand the basic knowledge and skills essential for success in either cluster.

Child Development

Prerequisite: A. Principles of Education

Credit: 1 (state)

The course is a study of the principles of child growth and development from conception through adolescence. The focus of the course is on meeting children's physical, social, emotional and cognitive needs in their homes and classrooms.

Practicum in Education and Training

Prerequisites: A. Princ. Of Ed., Child Development,

Credit: 1 (state)

Want some actual hands-on experiences working with children? Is teaching right for you? This year long capstone course will offer students the chance to actually shadow and assist teachers in an unpaid internship setting. Students will work with classroom teachers at schools within the district to understand effective instructional techniques for all learners. Prior to enrollment students will need to have successfully completed the Instructional Practice in Education and Training course and gain teacher approval

PALS

Prerequisite: A. Principles of Ed and Child Development, Practicum

Credit: 1 (state)

This year-long course is for students interested in exploring the field of teaching through observation, discovery, lecture, cooperative learning, speakers, analysis of current issues, and utilization of technology. Students will learn about education areas of early childhood, elementary and secondary instruction as well as special populations. Students will practice a variety of hands-on activities using instructional strategies and research based decision making techniques. Students learn to plan and direct individualized instruction and group activities, prepare instructional materials, develop materials for educational environments, assist with record keeping, and complete other responsibilities of teachers, trainers, paraprofessionals, or other educational personnel.

Finance

9TH GRADE	PRINCIPLES OF BUSINESS
10TH GRADE	MONEY MATTERS
11TH GRADE	ACCOUNTING
12TH GRADE	STATISTICS & RISK MANAGEMENT

Principles of Business

Prerequisite: None

Credit: 1 (state)

In this introductory level course students gain knowledge and skills in economies and private enterprise systems, the impact of global business, marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles.

Money Matters

Prerequisite: None

Credit: 1 (state)

Students will gain a very good understanding of budgeting, credit use, setting financial goals, savings and investments options. Students will also gain knowledge on the free market system with emphasis on basic economic indicators, functions of money, and monetary policy.

Accounting I

Prerequisite: None

Credit: 1 (state)

This course will give you the skills to keep track of where your money goes and the reason for keeping financial records. Students engage in the process of recording, classifying, summarizing, analyzing and communicating accounting information. Students are introduced to industry standards as well as economic, financial, technological, international, social, legal, and ethical factors. Automated accounting software is introduced to students during this course.

Statistics and Risk Management

Prerequisites: Algebra II

Credit: 1 (math)

The Statistics and Risk Management e covers the general areas of describing data, probability, confidence intervals, hypothesis testing, regression, money flow, financial resources, data forecasting and management, fiscal stability, risk management strategies, and production.

Health Science

9TH GRADE	MEDICAL TERMINOLOGY
10TH GRADE	PRINCIPLES OF HEALTH SCIENCE
11TH GRADE	HEALTH SCIENCE THEORY
12TH GRADE	ANATOMY

Medical Terminology

Prerequisite: None

Credit: 1 (state)

The Medical Terminology course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, singular and plural forms, and medical abbreviations. The course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology.

Principles of Health Science

Prerequisite: A. Medical Terminology

Credit: 1 (state)

The Principles of Health Science course is designed to provide an overview of the therapeutic, diagnostic, health informatics, support services, and biotechnology research and development systems of the health care industry.

Health Science Theory

Prerequisite: A. Medical Terminology and Principles of Health Science

Credit: 1 (state)

The Health Science Theory course is designed to provide for the development of advanced knowledge and skills related to a wide variety of health careers.

Anatomy and Physiology

Prerequisites: A. Biology I and a second science credit

Credit: 1

The Anatomy and Physiology course is designed for students to conduct laboratory and field investigations, use scientific methods during investigations, and make informed decisions using critical thinking and scientific problem solving. Students in Anatomy and Physiology will study a variety of topics, including the structure and function of the human body and the interaction of body systems for maintaining homeostasis. Students must meet the 40% laboratory and fieldwork requirement.

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Information Technology

9TH GRADE	PRINCIPLES OF INFORMATION TECHNOLOGY
10TH GRADE	BIM
11TH GRADE	DIM
12TH GRADE	WEB TECHNOLOGIES

Principles of Information Technology

Prerequisite: None

Credit: 1 (state)

This course will be an introductory level course launching a student on their way to becoming a computer expert. The course will develop computer literacy skills to adapt to emerging technologies used in the global marketplace. Students will enhance reading, writing, computing, communication, and reasoning skills and apply them to the information technology environment. Career opportunities, entry requirements, and industry expectations will be studied in greater depth.

Business Information Management

Prerequisite: None

Credit: 1 (state)

Business Information Management (BIM) is a one year/one credit intermediate computer applications course recommended for students in Grades 9-12. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and postsecondary education. Students apply technical skills to address business applications of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software.

Digital and Interactive Multimedia

Prerequisite: None

Credit: 1 (state)

In this course students will design and create multimedia projects with emerging technologies. Students will design, import, and manipulate text, graphics, audio, video, and animation with editing software. With the use of interactive media, the students will be able to identify appropriate software needed to solve customer needs and resolve real world problems.

Web Technologies

Prerequisites: None

Credit: 1 (state)

This course provides students with an opportunity to develop and impact the sharing of information through web design. This course explores the roles of the Internet, and the use of web pages in real world applications. Students will develop skills in designing, creating, editing, and installing web pages while learning to access, navigate and maintain online services.

Marketing

9TH GRADE	PRINCIPLES OF BUSINESS
10TH GRADE	ENTREPRENEURSHIP
11TH GRADE	ADVERTISING/ SPORTS & ENTERTAINMENT
12TH GRADE	ACCOUNTING

Principles of Business

Prerequisite: None

Credit: 1 (state)

In this introductory level course students gain knowledge and skills in economies and private enterprise systems, the impact of global business, marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles.

Entrepreneurship

Prerequisite: None

Credit: 1 (state)

Want to be your own boss? The primary focus of this course is to help students understand the process of analyzing a business opportunity, preparing a business plan, determining feasibility of an idea using research, and developing a plan to organize and promote the business and its products and services. In addition, students understand the capital required, the return on investment desired and the potential for profit. Students will be actively involved in the day-to-day operations of running a retail business.

Advertising

Prerequisite: None

Credit: ½ (state)

Why do some products become the “hit” item of the year? To find out the answer to this question and more consider studying Advertising and Sales Promotion. Students will be introduced to the principles and practices of advertising. Students will gain knowledge of techniques used in current advertising, including print, broadcast, and digital media. The course explores the social, ethical, and legal issues of advertising, historical influences, strategies, and media decision processes as integrated marketing communications.

Sports & Entertainment

Prerequisites:

Credit: ½ (state)

Why do athletes and entertainers make so much money from endorsements? This semester long course provides students with the basic marketing strategies, advertising, sponsorship, and customer service in the sports and entertainment fields to include sporting events, movies, TV, amusement parks, travel & tourism, theater, stadium design, event planning, and recording contracts. The business, financial, and legal aspects of the industry are discussed.

Accounting I

Prerequisites:

Credit: 1 (state)

This course will give you the skills to keep track of where your money goes and the reason for keeping financial records. Students engage in the process of recording, classifying, summarizing, analyzing and communicating accounting information. Students are introduced to industry standards as well as economic, financial, technological, international, social, legal, and ethical factors.

2020-2021

Brazos High School

Plato Software Contract

Student Name: _____

Student ID#: _____

Enrolled Course: _____

Teacher: _____

Class Period: _____

School Year: _____

I, acknowledge the following:

- 1. I have been given the course syllabus outlining the dates all assignments are due along with the grading policy.**
- 2. I will be given only one opportunity to retest on all tests administered through the Plato Software.**
- 3. I will not be given a reassessment opportunity for Unit Activities, Discussion Boards, and Course Activities.**
- 4. I am encouraged to take notes during tutorial. I will be able to use these notes on Mastery Tests, Discussion Boards, Course Activities, and Unit Activities. Notes will not be used on Post Tests and Semester Tests.**
- 5. If I finish my course before the end of the semester, I will be required to work on enrichment activities, such as: ACT/SAT Prep, TSI Prep, and EOC Prep.**
- 6. If I do not finish my course by the end of the semester, I will be given zeros for all incomplete assignments and the corresponding grade will be posted on my transcript.**

Student Signature

Date

Parent Signature

Date