



Martin Luther King Intermediate School

5205 Ludlow Street
Piscataway, NJ 08854
732-699-1563
Fax: 732-699-1677

www.piscatawayschools.org

Dear Parents/Guardians,

My name is Edwin Salcedo. I am the Technology Lab teacher for Martin Luther King Intermediate School. My intention with this letter is to share with you what I will be expecting from the students and what you can expect from me.

Students will need the following supplies: pen, pencil and folder.

School Work and Homework:

Students will participate in mini lessons on how to complete various skills/tasks using the operating system, other software, etc. The mini lessons will assist with class projects. They will have guidelines, requirements and/or videos that will assist in finishing a project. They will save their work at the end of each class. They will have **typing homework** due each week and will use piscatawayschools.typingclub.com. They will be given instructions on how to log-in and they are expected to practice as I will be monitoring their progress. They may also have quizzes periodically based on reading homework, notes and assignments they are given during class.

Grading:

- 1) The students will receive an Effort Grade in the form of checks (i.e., check plus, check, check minus) for mini lessons, project progress and class participation, behavior/following directions, answering questions, etc. Students are expected to participate and if they are disruptive or misbehave, they will receive a failing participation grade for that day. Genesis takes the effort grade (checks) and assigns a numeric grade to it.
- 2) Students will receive a Check Grade for their typing homework. Students have one week to complete the assigned lessons. During that week they can redo the lessons multiple times to improve their score.
- 3) Students will receive a Numeric Grade (out of 100) for completed projects.
- 4) Students will receive a Numeric Grade (out of 100) for Quizzes. Reading assignments for quizzes are listed on my web page.

Special Note: Students do not receive a numeric grade on their report card. The effort/participation grades shown in Genesis are not an indication that you will see a numeric grade on the report cards. I feel that a student who receives a check or higher is performing well. **If your child has any issues completing the homework one week, please notify me through e-mail or a signed letter before the homework is due.**

Please feel free to contact me with any concerns/questions you may have throughout the school year (esalcedo@pway.org or 732-699-1563 ext. 5409). For more information, visit King School's homepage and click on Staff Websites and then my name. I provide useful sites, project notes/videos and quick links, such as piscatawayschools.typingclub.com that will help with typing practice at home.

Very truly yours,

Edwin Salcedo
Digital Literacy Teacher