



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 Digital Literacy (Technology) 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: homework planner (to write down their typing lessons for the week) and students are welcome to bring a notepad and a pen or pencil to write down notes and reminders during class.

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 mini lesson and/or project. They will save and/or submit 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.

Grading:

- 1) The students will receive an Effort Grade in the form of checks (i.e., check plus, check, check minus) for mini lessons, homework, project progress, etc. Students are expected to participate by completing classwork and if they are disruptive or misbehave, this may have an effect on their grade. Genesis takes the effort grade (checks) and assigns a numeric grade to it.
- 2) Students have one week to complete the assigned typing homework lessons. For example, if your child's class meets on Wednesday, their typing homework is due by 10:00 PM the following Tuesday night. **During that week they can redo the current lessons multiple times to improve their score.**

Special Note: Students do not receive a numeric grade on their report card. The grades (i.e., effort, project, typing homework, etc.) shown in Genesis throughout the marking period 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 or at all, please notify me through e-mail before the homework is due.**

Please feel free to contact me with any concerns/questions you may have throughout the school year at esalcedo@pway.org (or 732-699-1563 ext. 5409). For more information, visit King School's homepage and click on Staff Directory and then my name. I provide useful sites, homework assignments, 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