



# WELCOME TO THE 2010-2011 SCHOOL YEAR!!!!



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- 🕒 Office Hours: 7:30 – 7:50 am & 3:05 – 3:15 pm

## COURSES TAUGHT

- ◆ MIDDLE SCHOOL
  - 6<sup>th</sup> grade keyboarding
  - 8<sup>th</sup> grade computers
  - yearbook
- ◆ HIGH SCHOOL
  - Formatting
  - Computer Applications
  - Business (Accounting, Intro to Business, Web Design, Advanced Computer Applications)

## EXPECTATIONS

*Remember the 4 Ps*

1. be PROMPT
2. be PREPARED
3. be POLITE
4. PARTICIPATE

### *ADDITIONAL NOTES:*

- No iPODS or purses.
  - If I want you to have use of an electronic device, I will let you know...and we can use the wonderful features of the computers in this classroom. 😊
- Cell phones must be off & away.
  - If I see it, I take it and give it to the principal. Please don't make me do this.
- Dress appropriately.
  - This is a learning environment not a runway fashion show in Paris or Milan. Please remember that the school building often fluctuates between hot & cold, so dressing in layers is a smart option. Basic Rule: If you're not sure, don't wear it.

## START UP

*On your mark...get set...go!!*

- ◆ Put your materials near your computer & turn in any assignments from the previous day
- ◆ Get the required textbook/bookstand from the bookcase or handout from the counter [if needed]
- ◆ Start your daily assignment [check the website/whiteboard]

## SHUT DOWN

*In the last 3 minutes...*

- ◆ Save your document 2x (in My Documents & on the network)
- ◆ Log off of the computer
- ◆ Put your materials away & turn in any assignment from today
- ◆ Gather up your materials to take with you (stay seated until the bell rings & remember to push in your chairs)

## **GRADES**

*You decide!*

You must put forth the effort to achieve a passing grade! You are in the driver's seat; you make it happen (or not).

**A**  
90-100

**B**  
80-89

**C**  
70-79

**D**  
60-69

**F**  
59 and below

## **PARTICIPATION**

*It is important!*

You will receive 5 participation points per day; it is up to you to keep them! Anyone that is present in class but loses all 5 will receive a detention & report to the principal's office for further disciplinary action. Remember, these are not extra credit points! They are part of your grade which makes them vital to passing the course.

*NOTE: Being absent results in a loss of all 5 participation points for the day. However, you have the opportunity to make-up some of those points...but you have to put forth the effort. On the day of an absence, I will send any work home that is requested, so please have parents call in to ask for missed work. If you are unable to do this for any reason, please check the board **THE FOLLOWING MORNING** for your missed work upon return **AND** schedule a make-up time with me.*

## **DAILY WORK**

*You have to do it!*

We will try to follow the schedule [available online] as closely as we can, but that means you need to be here & get your assignments completed. Remember, the computer can't go home in your backpack! If you are absent, you need to see me **THE FOLLOWING MORNING** to arrange a time to come in and make-up your work (refer to the above note).

*NOTE: Cheating will not be tolerated. Anyone caught cheating off of someone else, having someone else complete your assignment for you, or using someone else's assignment as your own will receive a "0" for that assignment, 2 detentions, and loss of computer privileges for 1 week. Your second offense will result in failure of the quarter.*