

## Computer Skills Class 2009-2010

### Rules:

1. The student will raise their hand to receive permission to speak.
2. The student will keep food (candy, gum, snack cart foods) and drinks outside of this computer lab.
3. The student will remain in his/her assigned seat unless told otherwise.
4. The student will keep hands, feet, objects, and negative words to themselves.
5. The student will follow the rules set forth within the Tipton County School Student Handbook.

### Rewards. For positive behavior, the student could receive:

1. Free computer time.
2. A free ticket to the computer lab for free time before school begins.\*
3. A lowest dropped grade (includes a test grade).

\*Arranged times can be made.

### Consequences. For negative behavior, the student will:

1. Receive one warning (documented.)
2. Be removed from their computer.
3. Receive a parent note to go home and be signed by the parent/legal guardian and returned.
4. Receive a phone call home to the parent.
5. Receive a disciplinary referral to an administrator (Potter, Fields, Hayes, or Gangaware).

### The grading policy of this class is as follows:

All assignments are graded at least 100 points. No weights are assigned to this course. Modifications of assignments will be made where they are needed. Participation is a large portion of your student's grade because this is earned daily for participation and discussions within class.

There will be test and quizzes (resources provided to assist) which will count 100 points.

No homework will be assigned from this class because of limited Internet accessibility outside of the school premises.

The grade scale is as follows: 93 – 100 is an A; 85 – 92 is a B; 75 – 84 is a C; 70 – 74 is a D; and 0 – 69 is a F.

A conduct based on student behavior is assigned at progress report and end of the nine week grading period. S is Satisfactory; N is Needs Improvement; U is Unsatisfactory. Depending on the negative behavior issues your student presents will determine the conduct grade.

## Absentees and Tardy Policy

1. If you are absent any day during the school year, you are responsible for bringing me an excuse from the front office and ask me about your missed work that you likely can make up.
2. Please be present at school every day as much as possible. Depending upon the number of school days missed will cause you to be considered truant. If you have a fever over 100 degrees or anything that is contagious (person to person contact), please stay home and get to a doctor.
3. Any missed assignments (depending on its nature) may be made up.
4. If you are ever called to the office, please have an excuse to class. No excuse, you are tardy.
5. If you are ever held back by a teacher, a note is required from the teacher or the teacher may tell me in person or by e-mail. No excuse, you are tardy.
6. If you are present in the building but not in my classroom, the front office will be contacted.

## Procedures:

1. All students will line up outside the door on the wall behind the tape.
2. All students will exit the room one row at a time.
3. All students will remain seated until the bell rings.
4. All students will log in to their student accounts (when available) by:
  - a. At the Novell box, type your cms username (for example: cms0000), and your password in the password box.
  - b. Click OK.
  - c. In the student workstation popup box, click OK.
  - d. Allow about 1 minute for everything to load.
5. Students will return borrowed supplies (pencils or ink pens) to the baskets once they have finished using them.
6. The printer in the computer lab is off limits to the students. Should any printing occur, the teacher will collect the printouts and hand them to the students.