

# *Mrs. Pittman's Computer and Business Science Class*

## Welcome

Welcome students and parents to the 2012/2013 school year. I am happy to be teaching Computer and Business Science (aka Keyboarding Class) to students in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. I believe that we (student, teacher, and parent), working together, can have a great year. Much can be achieved through a mutual relationship of understanding, communication, respect, and trust.

## Make-up Policy

Students will be expected to complete all work within assigned deadlines. Attendance, punctuality, and daily work are all important aspects of this class. Students are urged to make their education a top priority. Students can make up work, but may not be able to recapture the actual classroom experience. Students are responsible for finding out what work was missed when absent. Students who need extra help or need to make up a test can schedule a time with me to stay after or come in early. If you fail to stay, and you have missed an assignment due to an **excused** absence when a project or assignment is due, it must be turned in upon arrival to class when you return. Students with **unexcused** absences will **not** be given full credit for their work.

It is the student's responsibility to make up assignments within **three (3) days** of returning to school or special arrangements should be made with me to take a longer period of time.

## Classroom Conduct Expectations

I believe that if students are in a safe environment, then learning can take place. This doesn't necessarily mean punishing behavior problems, but rather a combination of setting the tone in a class, preventing behavior problems with interesting and engaging curriculums, and effectively including all students in the classroom so that their needs are met. Having the right environment for all students to learn is my major goal of implementing good classroom management--without it, the students would not be able to learn.

Students are expected to follow the rules and regulations that are set by the teacher as well as those that are stated in the South Paulding Middle School Student Handbook. Students are expected to follow these classroom procedures in my class at all times. Students will be expected to operate within acceptable norms of personal, professional, and ethical standards at all times. I expect students to act professionally, because this is a business course. To attain the goals for this class, I have a few simple procedures and rules that must be followed.

## Classroom Procedures

|   |   |
|---|---|
| 1 | You will go to your assigned seat and listen (not typing or talking) when the teacher is talking.                                 |
| 2 | Begin assignments after instructions are given. Come straight in and begin your warm-up.  |
| 3 | If your computer/keyboard/mouse is not working properly, notify the teacher immediately by raising your hand and sitting quietly. |
| 4 | Take care of your textbook and close all textbooks at the end of your class period, making sure it is on the stand properly.      |

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Room #405

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| <b>Rules</b> |  |   |   |
|--------------|--|---|---|
|              | <b>Classroom:</b>  | <b>Computer Lab Specific:</b>   | <b>Internet:</b>  |
| 1            | Be prepared. Bring your class textbook, notebook, pen/pencil, & an open mind to class every day. | Food and/or drinks are not allowed in the lab.  | Use educational websites only—video games, music sites, personal websites, chat rooms, personal e-mail, etc. are NOT educational sites. |
| 2            | Be on time and on task. Time is crucial.   | Handle all computer equipment with care and <b>do not put</b> fingerprints/fingers on the monitor screen. | Conserve resources—print only with teacher's permission.  |
| 3            | Use polite language. NO profanity or inappropriate language will be tolerated.                   | Do not change any settings on the computer or monitor without teacher permission.                         | Protect your privacy—never give out your personal information on the Internet. Do not share your login or password.                     |
| 4            | Raise your hand when you have a question or comment. NO shouting.                                | Access the Internet responsibly—ONLY with teacher's permission  | Obey copyright rules—use proper citation and documentation when doing research. Copying will not be tolerated.                          |
| 5            | Stay in your seats until the end of class. The teacher dismisses you, not the bell.              |   |   |

### Consequences

If, for some reason, a student decides to not follow the rules or procedures described on this sheet, the consequences for such behavior are listed below. However, I always want to keep consequences in line with the misbehavior; therefore, teacher discretion will be the deciding factor.

**Step 1:** Redirection

**Step 2:** Warning/Private Discussion with the student regarding their behavior.

**Step 3:** Demerits

**Step 4:** Office Referral

### Signatures:

As the parent/guardian, I certify that I understand the material given, and I will strive to uphold and aid in the success of my student(s) throughout the semester/year. \_\_\_\_\_

As the student, I certify that I have read and understand the material given, and I will follow any procedures and rules needed for a successful semester/year. \_\_\_\_\_

As the teacher, I certify that this document is complete. I certify that I will strive to prepare each student, to the best of my ability, for academic success. \_\_\_\_\_

\*Please note that the teacher can adjust any item on this sheet at any time in order to better serve the students.