

Bus & Info-7th or 8th Grade Syllabus
Ms. Church



- Course Description:
 - This class is a one quarter class designed to help you become a better typist and more fluent in the use of the computer. In this class we spend approximately 20 minutes a day on keyboarding. The remaining time is spent in learning the use of Microsoft Word, Excel, and Google Docs-Email. We will also learn effective internet search strategies and review how to stay safe when using the internet!
- Software Used:
 - I-Safe Training
 - Google Docs & Email
 - Typing Master Pro Online
 - Microsoft Word, Excel
 - Internet Explorer, Google Chrome
- Assignments
 1. I will post assignments through PowerSchool. Students can almost always complete assignments in class and immediately turn them in for credit.
 2. If a student is paying attention in class he/she should know what is expected and when it is expected. It is the responsibility of the student to record homework assignments in his/her daily planner.
- Late work
 - School late work make up policy is enforced in this class. If you are absent for more than several days you should see me to be sure that you get all work in as soon as possible.
- Absences
 1. It is the students' responsibility to get the work they have missed.
 2. Students will have two days for each excused absence to make up work, up to ten days.
 3. Homework assigned during a suspension period is due that first day back to school.
 4. Students who are absent are expected to check PowerSchool or speak with me for makeup work and to then complete it. If you need a bit more time just speak with me so that we can work out a fair arrangement to get all of your work completed!
- Attendance
 1. Much is covered in every class and attendance is very important. A lot of what we do is instructor taught so it would be easy to get behind with many absences.
- Grading
 1. Student assessment will be based on daily assignments, keyboarding technique and projects. I grade by weighting in the gradebook. **Daily assignments are worth 30%, quizzes are worth 10%, Keyboarding Technique is worth 40% and Lesson Progress is worth 20%. These percentages are detailed on the progress report too.**
 2. Grade Scale: A=100-90%, B=89-80%, C=79-70%, D=69-60%, F=59% and below.
 3. Cheating will not be tolerated and will result in a 0% for that individual grade. This includes students who plagiarize or share/copy documents via the network or via the internet.
- Required Materials
 1. Pencil
 2. Daily Planner
- Hall Pass System
 - Students are provided with passes in their Student Planner. These may be used to go to the restroom or to visit the locker. It is advisable that students be very careful in the use of these passes since there are only 5 passes for the quarter.
- Extra Help
 - If you require extra help or would like to speak with me about any issue, you may see me before school or of course during class. I want to help with any questions or concerns you might have.

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- Classroom Behavior Expectations-
 1. Please be to class on time.
 2. Please follow directions.
 3. Please come prepared with proper materials.
 4. Please raise your hand and wait to be called on or wait to be helped.
 5. Please show courtesy to all teachers and classmates.
 6. Please keep food & drinks out of the computer lab.
 7. Please remain seated unless given permission to work with another student.
 8. Games, movies and other downloadable or up loadable software may not be stored on the file server because of space limitations.
 9. Any student causing intentional damage to the equipment or software in the computer lab will be dealt with as an interaction to the office.
 10. Students may not log off or shut down another student's computer as this could cause damage to the operating system and could also result in the loss of student data. This will result in an interaction to the office.
 11. In this school we have the STEP program. The basic rule is: No one has the right to interfere with the learning safety or well-being of another student. I will employ this in my classroom. It is detailed in our student handbook!

- Fire Drill/Earthquake/Other Emergency
 - **In the case of a Fire Drill, Earthquake or Other Emergency you will be asked to remain calm and quiet.** In the case of a Fire we will exit the building and there is an expectation that you remain silent and line up in the designated location. In the case of an earthquake you should duck-cover and hold while remaining silent. Failure to remain silent and follow my instructions will result in an interaction.

- Classroom Tardy Policy
 - **Promptness to class is extremely important!** Tardiness demonstrates a lack of self-discipline and is disrespectful to the teacher and other students. Passing time will be determined by the SMS school schedule. An unexcused tardy of seven minutes or more is considered truancy and will be treated as such by the office. If you are detained by a teacher, it is up to you to obtain a note from that teacher to admit you to the next class. **Students are to be in their seats and ready to work when the tardy bell rings.**