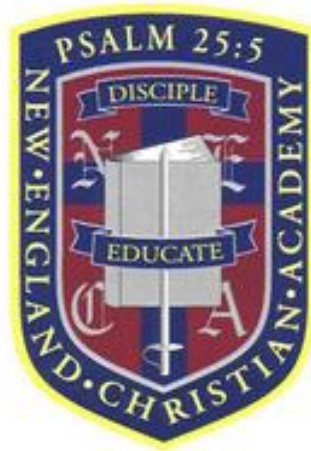


# Grades 2-8 Technology Program



## Computer Classroom Rules & Procedures Ms. Messier 2009/2010



### 1. Colossians 3:23

<sup>23</sup>Whatever you do, work at it with all your heart, as working for the Lord, not for men,

### 2. Philippians 4:8

<sup>8</sup>Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

### 3. Luke 6:31

<sup>31</sup>Do to others as you would have them do to you.



## Classroom Rules

1. Open the class with prayer
2. Come into the classroom quietly and sit at your assigned computer
3. Bring a folder and a pencil to each class
4. Do not change any computer settings or wallpapers
5. Do not delete or move any icons or folders on your desktop or in the computer's hard drive
6. Do not download any programs or files from the internet unless instructed to do so
7. Do not alter another student's computer
8. Do not surf the Internet, check email, go on social networking sites, or play games unless instructed to do so. If you are found in class on the Internet and your assignments are not complete, you will receive a ZERO for that assignment.
9. Do not bring in any outside software, programs, discs, or flash drives without prior approval
10. IT IS YOUR RESPONSIBILITY TO TURN IN ALL WORK WHEN COMPLETED AT THE END OF EACH CLASS. I WILL NOT SEARCH COMPUTERS FOR YOUR ASSIGNMENTS AND WILL ASSIGN YOU A ZERO FOR THE PROJECT.
11. If you are absent from class you must be prepared to makeup your missing work on the day you return to class
12. Cheating or sharing work will result in a zero for all parties involved, removal from the class, and parental notification
13. Respect all substitute teachers you may have

## Classroom Procedures

1. Work quietly, stay on task, and make every effort to do your best
2. Read the instructions on the computer screen before asking for help
3. Save all documents- often- to your class assigned folder. No credit will be given for "lost" work.
4. Spell check, proof-read, and put your name and date on every document
5. Do not print unless instructed to do so
6. Do not print directly from web pages- copy the selected text and paste it into a word document before sending it to the printer
7. Copy and paste all URLs that you use for your research in to a Word document and save it as part of your bibliography
8. If you finish your assigned work early, you may work on your Extra Credit Pack, read a book, or read current events online (NEWS)
9. Report all malfunctions or computer glitches immediately~DO NOT ATTEMPT TO FIX THE PROBLEM
10. When class is over, close all open program/document windows and push your chairs into your workstation. If you are the last class of the day, please also shut down the computer

## Opportunities for Advancement

- Grades 2-4, may earn a 'Bible Buck' for each quiz grade of 100 or for exemplary classroom behavior which they may redeem towards extra credit points on the final test, a homework pass, or "spend" at the Buck Stop Store
- Grades 5-8, may earn extra credit points on the final test for each quiz grade of 100 and will earn a special <secret> reward for a straight 100 quiz average

## Discipline Policies

- Progressive Discipline will be used in class
- Grades 2-4, will receive 3 “behavior chips” at the start of each class that may be taken away for each behavior warning. When all chips are lost, you will report to the Guidance Office and receive a ZERO for the day.
- Grades 5-8, will receive first, one warning, second, a detention, lastly, you will report to the Guidance Office and receive a ZERO for the day.

## Grading and Assignments

- All handout information may be used on a Quiz or Test
- Most Quizzes and Tests will be announced, some may “Pop-Quizzes” to check knowledge levels
- Quizzes and Tests may be definition matching, short answer, or critical thinking puzzle solving
- All Quizzes, Tests, and Assignments that are turned in without your first and last name and the date will automatically LOSE 10 points
- All written assignments will be completed in cursive handwriting and complete sentences
- Your Quizzes, Tests, and Assignments will be posted on Headmaster
- ANY QUIZ, TEST, OR ASSIGNMENT THAT RECEIVES LESS THAN A 70% WILL BE SENT HOME FOR A PARENTAL SIGNATURE

Class Participation	Class Work	Home Work	Quizzes	Tests	Projects
5%	10%	10%	25%	50%	50%

## Typing

- Typing will be graded based on the comparison of the starting score at the beginning of the quarter with the final score at the end of the quarter

<5% Improvement	5% Improvement	10% Improvement	15% Improvement	20% Improvement
60	65	75	85	95

I understand the classroom expectations and I will make every effort to abide by them:

\_\_\_\_\_

Student

\_\_\_\_\_

Parent

Thank you! Parents- if you have any questions, you can reach me by email at [kellylmessier@gmail.com](mailto:kellylmessier@gmail.com) or by contacting NECA for an appointment at 508-676-3011. I am at school on Wednesdays and Thursdays.