Miss Cait

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6-9 Computers/Latin

Classroom Expectations, Procedures, and Rules

Welcome to Miss Cait’s Computer Lab! My goal for this class is to be fun and educational. I want to expose you to computer basics, history, and educational and creative uses of technology. We will utilize various software platforms, dip into coding, and make use of advanced technology such as robots and 3D printers. My hope is that I can facilitate an environment of learning, safety, challenges, persistence, and resilience. Most assignments will be project based, not rote memorization or regurgitation. I want you to explore your own talents while integrating top-notch technology.

Not only do I want to help you grow in the classroom, but also in life. Soft skills will be integrated into assignments as well. Please come to me if you ever need any assistance in or outside of school. I am an advocate for your success. Below you will find the expectations, procedures, and rules for the lab classroom. Please read and sign and have your parents read and sign this form. You will also be given a syllabus to keep track of pacing and assignments for the year. Assignments will be posted online for students and parents to manage.

Expectations:

* Be nice
* Be respectful
* Be on time
* Be a good team player

Procedures:

* Raise your hand if you need help. Once I acknowledge you, please be patient and wait for me to finish what I am working on. I promise I will get back to you.
* Ask THREE before ME. Use your classmate’s knowledge to answer questions. If you all cannot figure out a solution, reach out to me.
* DO NOT begin working on the computers before I tell you to do so. This is not a slack-off, video game playing, YouTube listening class. We will be learning on computers!
* Do not use mice, headphones, or keyboards without permission. We will use a check in/out process for these items.
* Make sure you have logged out of the computer before turning it back in and leaving for the day. We will learn proper data safety throughout class.
* Please follow all school guidelines for attendance, tardiness, cell phone use, dress code, etc.

Rules:

* Do not eat food in the classroom.
* Being off task will result in a warning. Only work on your assigned task.
* Missing items that have not been checked out will result in a warning.

Rewards and Consequences

* The first offense will result in a warning. You will not be allowed to work on your assignment or computer for the rest of class.
* Second offense results in a student-teacher conference. We will meet to discuss behaviors and ways to improve.
* The third offense warrants a parent-teacher conversation. Parents will be addressed about subsequent behaviors.
* Fourth offenses will be reported to the school. This may result in ISS/OSS depending on severity of offense and school policy.
* Students who show exemplary teamwork, assignment completion, respectfulness, or go out of their way for other students will receive a star. I will have a reward drawer with goodies. When a student receives three stars, they can choose a reward. Other opportunities for stars will present themselves throughout the year. I will manage this with a star chart.
* Each week I will choose a “star project” to display in class to showcase student work. We will also have a showcase at the end of the year for the final project for parents, school, and community to see your work.

Please sign to acknowledge you have read and accept these conditions.

Student:

Parent:

Date: