



# Classroom Procedures

Ms. Burkhart

## Paying Attention

Whenever the instructor is speaking, each student is to place their hands in their laps with their mouth closed and track the instructor with their eyes. **Tracking** is looking at the person who is speaking and sitting so they can see you and make eye contact. **Do not touch the mouse or keyboard.**

## Entering the Classroom

You are to enter the classroom without screaming, running or otherwise causing a ruckus. Students who do not do this will be asked to leave the room and reenter as expected. It is expected that as soon as you enter you ❶ stop at the back counter, pickup any handouts and hand in homework in the appropriate tray. You should then ❷ get anything you need from the Student Center (pencil sharpening, tissue, etc.). Once seated, ❸ check the board for the day's bell work **and begin before the bell rings.**

## Arriving Late

When you enter the room late (with or without a pass) you need not disturb the class. ❶ Help the door shut quietly. ❷ Sign your name and the appropriate information on the orange clipboard by the door. Print clearly and sign only your name. (*Signing a name other than your own will result in immediate referral to the dean's office.*) ❸ If you have a pass, put it on Ms. Burkhart's Attendance book on teacher's desk. ❹ Pick up any handouts for the day before you ❺ go quietly to your seat. **Do not approach the teacher** during instruction. If you must explain your tardiness or ask a question, raise your hand when it is appropriate to do so (after class instruction is finished).

**Tardy Definition:** A student is tardy if he is not **in his seat and working** when the bell stops ringing and does not have a pass. Penalties are as follows:

- **First Tardy** -- Student receives a warning (*Save this one for an emergency trip out of the room when you are without your campus key.*)
- **Second Tardy** – Mini Referral (15 min lunch detention)
- **Third Tardy** – Phone call home.
- **Fourth Tardy** –Referral to the Dean

## Bellwork

Every day will begin with bellwork. You will find the bellwork on the board. Bellwork should be started before the bell rings. Most bellwork will involve copying definitions for a weekly vocabulary quiz.

***Bellwork is required and is graded.***

## Picking up Materials for Day

Any handouts that you will need on a given day will be found in the tray, on the back counter marked for your grade and says "Please Take One". If the tray or sign isn't there, you don't need to pick up anything, just begin the day's bellwork.

## **Exiting the Classroom**

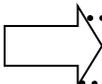
The bell does not dismiss the class, the teacher does. Do not pack up until the instructor dismisses the class. You may save, log off and straighten the desk *two minutes* before the end of the period at the *warning bell*. Do not leave your seats until the class is dismissed by the instructor.

## **Extra Handouts**

If you need a handout, because you were absent or just lost your first one, go to the appropriate "extras box" in the student center on the back counter, or go to the website from home and print one out. Do not ask me for handouts, go straight to the box.

## **Attendance**

If a student has an absence from class **he or she is responsible for all assignments and homework** missed. The student has as many days as he or she was absent to make up the assignments.



.....  
**Students must check the class calendar and with the instructor for missed work and quizzes.**  
.....

Extra handouts are available in the student center on the back counter. Zeros will be given if a student fails to make up work within an acceptable time frame.

## **Open Lab Hours**

Open lab hours occur Tues & Thurs from 8:20 to 8:45 in the morning. Lunch time lab hours **are available** on a prearranged bases due to classes being taught in the lab during that time. The lab can be open after school until 4:00 p.m. **as requested**. See Ms. Burkhart to schedule after school time.

## **Open Lab Rewards**

Each time you come in to Open Lab you will clock in and out on a timecard. You will receive **5 points of extra credit for every 30 minutes** you accumulate , up to 25 points(does not have to be in one session). Students can get a timecard (located in the Extra Handouts box) the first time they come into Open Lab.

## **Leaving the Room during Class Time**

The bathroom may only be used in emergencies, please plan ahead. A Campus Key is needed for leaving the class. ❶ Give your Campus Key to the instructor to be punched and ❷ take the blue hall pass. It will be set for 3 minutes. When you return, ❸ place the blue hall pass in the base to stop the timer. Anyone outside of the classroom for longer than the designated time will receive a tardy and its consequence. Do not ask to use the washroom or go to your locker before class begins; just go before you get to class.

## **Late Work**

Please attach a Latework Coupon. **Completed** work that has a **Latework Coupon** attached *will not be penalized within the 6 weeks grading period*. You can get extra Latework Coupons in the Student Center.

# 8<sup>th</sup> Grade Computer Technology

## Grades and Expectations

Ms. Burkhart • Office and Open Lab hours: 8:20-8:45 Tues & Thurs, afternoons as requested.  
Email: becky.burkhart@district6.org • phone: 541-494-6400

### Expectations

It is expected that each student will do his/her best work. Computers can be fun, and to maintain that environment students should employ good time management skills. The ultimate goal is to leave class with a firm base of knowledge that can be useful to the student immediately and also built upon in high school and college.

**Grades** are based on the following: Bellwork/Vocabulary, Typing Lessons, Weekly Quizzes, Worksheets, Projects/Unit Assignments, Attendance, Attitude, and Quality. Each assignment is assigned a point value. Students' grades are based on how many points they earn out of the predetermined point value. Final grades are determined by the accumulation of points during class.

**Bellwork/Vocabulary** is done each day as class begins. Students will pick up a vocabulary bellwork sheet at the beginning of the week and record definitions from the board each day. Students are to begin this work before the tardy bell rings. They will be responsible for these definitions for the **weekly Friday quiz**.

**Worksheets** will be in the form of true/false, fill-in, and multiple choice. They will accompany segments of each lesson and are due at the end of the class period unless otherwise indicated. The material needed to answer the questions will be covered in the lesson or available to read on handouts.

**Projects/Unit Assignments** will be step-by-step guided training with extra time to complete and enhance individual projects. Each student will be graded not only on how well they follow the given criteria, but what they do to add to their project and go beyond the minimum requirements. Simply fulfilling assignment criteria should be considered adequate to earn a grade of "C."

**Weekly Quizzes** will consist of questions covering the week's vocabulary, worksheet content, and related project concepts. Most quizzes are taken online, links to the quizzes are found on the class website. Make-up quizzes can be done **during open lab hours**.

**Attendance/Attitude/Quality Grade** is based on a student's ability to employ good time management skills, self-motivation and daily attendance.

*Note:* A grade in a lab class such as computer technology is by nature a somewhat subjective evaluation of a student's performance. Your grade will reflect the instructor's evaluation of your overall contribution. The grading process is subject to change and in the event of such a change students will be given reasonable notice.

### Special Considerations

Appropriate modifications and accommodations will be made for identified special needs.

*Please read through all of the attached papers and discuss them with your student. Return the bottom portion of this form with both parent and student signatures. Thank you*

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**Bring back the next day for 5 points of extra credit and a prize choice!**

**I have read and understand the grades and expectations sheet as well as the class policies & procedures.**

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent name printed

\_\_\_\_\_  
Student name printed (first and last name)

Period \_\_\_\_\_



# Computer Lab Policies

**A. Note from the Instructor:** I will lead a respectful and disciplined classroom. To achieve this I have established a few simple policies. As a student, it is your responsibility to comply with these policies. If you decide not to comply, there will be logical consequences. By enforcing these policies, I promise to you fairness and order in our classroom.

## **B. Be Safe, Be Responsible, Be Respectful**

SAFE  
RESPONSIBLE  
RESPECTFUL

**Stay in Your Seat-** Do not walk around during class unless directed to do so. Have everything you need ready before class begins.

**Nothing Goes Airborne-** Nothing will go airborne in class at any time. This includes pens, paper, and other students.

**Leave the Food at Home-** Students may **NOT** eat or drink in the classroom. This includes gum and candy. Closable containers of water are permitted (kept on the floor, not on desks).

**Keep Your Hands to Yourself-** Physical contact of any kind is not permitted. Violation of this simple rule will be punished by the most severe consequences possible.

\*\*Including another student's keyboard and mouse.

**No Internet Surfing of Any Kind-** The internet is used in this class as a specific research tool only. Violators of this simple rule (which includes email and chat) will lose their computer privileges in this class, and possibly for the rest of the year.

**Desktop Properties-** You may **NOT** change the wallpaper and screen saver.

**No Outside Images, No Changing settings, No Deleting Icons.**

**Watch Your Mouth-** Students will exhibit courtesy and respect toward all others at all times. Speak at appropriate times by raising your hand or putting your cup up and being given permission by the teacher to speak.

**C. If YOU CHOOSE to Break a Rule:** Punishments will always fit the crime. Of course there are behaviors that will warrant a Dean's Referral immediately. Behaviors that are less severe, but in violation of the basic rules of the class will be dealt with in the manner described below. This format is in no way all inclusive and is subject to change:

**1<sup>st</sup> Incident** – Warning **2<sup>nd</sup> Incident** – Mini Referral **3<sup>rd</sup> Incident**--Phone call home **4<sup>rd</sup> Incident** – Dean's referral