

THE PATRIOT BULLETIN

PRINCIPLES OF INFORMATION TECHNOLOGY SYLLABUS, CLASSROOM RULES & PROCEDURES

ATTUCKS MIDDLE SCHOOL

2021 - 2022

Mrs. Chastity Quave, Instructor

Dear Students,

I am excited to be your Principles of Information Technology teacher for this school year! The PIT curriculum will help you develop an understanding of computer systems – both hardware and software through collaborative learning, critical thinking, and problem solving through real world applications.

Your learning will focus on becoming an effective problem-solver, not only in the classroom, but also for success throughout life.

Please keep this paper as a reference in your folder. These guidelines will help create a safe, cooperative, and successful learning environment for all students in class.

If you or your parents/guardians have any questions concerning this handout, please contact me at school to set up a conference. I look forward to a year of fun, learning, and success!

Sincerely,

Mrs. Quave

SYLLABUS

INTRODUCTION TO COMPUTERS curriculum implements the Texas Essential Knowledge and Skills (TEKS) and will prepare students for real world life, activities and jobs.

1st 6-weeks

Hardware Components

2nd 6-weeks

Self-Exploration (Career Awareness) and Safety

3rd 6-weeks

Design and Publications (Software)

4th 6-weeks

Professionalism

5th 6-weeks

Exploring the World of Work

6th 6-weeks

Internet and Networking

Syllabus subject to change

Classroom Rules:

5 P's for Progress

Prompt—Be on time to class (**SEATED WHEN THE TARDY BELL RINGS**)

Prepared—Have the necessary material needed for class

Productive – *Complete* all class assignments and homework

Positive—Have a positive attitude toward assignments, school, teachers, and other school personnel.

Patience – Everyone does not learn at the same pace. Know yours and work hard to meet deadlines.

REQUIRED SUPPLIES

-  OneDrive Usage
-  Earphones/Ear buds
-  Pen/Pencil

NO PERMANENT MARKERS

CLASSROOM ORGANIZATION

Grade Distribution

Daily Assignments	40%
Tests/Quizzes	30%
Projects	20%
Class Participation	10%

Make Up Work Policy

If you are absent, you have one week to make up missed assignment. If work is not made up in the week allowed, grades will be finalized. **NO EXCEPTIONS.** If you miss an assignment and you were not absent, the student must write the title of the make-up assignment on a separate Once the makeup is completed, it must be stapled to original assignment and turned in for credit. **No class time will be given for make-up work.**

Cell Phone Policy

Cell Phone use without teacher permission will be taken up and returned on Friday's after 2:00 P.M. only. A \$15 fee must be paid.

Assignment Format

- Assignments should be completed on the back of a worksheet or a separate sheet of paper.
- If work is not shown, students will receive NO CREDIT for the assignment.

CLASSROOM PROCEDURES

Entering the Room

Enter quietly. Sit in your assigned seat. Read and begin your warm up. It is due 10 minutes after the tardy bell rings.

Being Tardy

Being on time means that when the tardy bell rings, you are in the room and you are seated. If you are not in your seat, you are tardy. Come in quietly and follow the classroom procedure. Your tardy will be recorded and the school tardy policy will be followed.

Repeated Classroom Infractions

Students who repeatedly violate classroom expectations and procedures will be referred to their grade level administrator. Parents will be contacted and a conference will be requested.

Staying Seated

Anytime instruction is given you must be seated. If instruction is not being given, please remain seated unless the teacher requests movement or movement is part of the activity. **The bell DOES NOT dismiss the class.**

Focusing on the Teacher

TRACK the speaker. When I am giving direct instruction, listen. All focus should be on the teacher. If interruptions occur, disciplinary policy will be followed. There will be a 5 minute wait time after instruction and clarification is provided. This means no questions will be allowed.

Borrowing Pens

Please, do bring your own pen to class daily. If you do not have a pen, get one from the supply box upon entering class.

Asking & Answering a Question

Raise your hand before you ask or answer a question. When the time is appropriate, I will answer all questions before moving on. Do not get frustrated if you are not called on to answer a question. The goal is for all students to participate. Class Participation is 10% of your grade.

Submitting Assignments

All assignments are due by the next class period (unless otherwise specified). Assignments must be done on loose-leaf notebook paper, not spiral. Refer to Assignment Format and Make Up Policy for more information. All work that is to be turned in must be written in cursive and in blue or black ink. (No exceptions)

Students Dismissal

Make sure the area around you is clean and orderly. Chairs MUST be pushed under the tables BEFORE you leave the classroom. I will dismiss you, nothing else. Leaving the classroom/walking out without permission and skipping class are level 2 offenses.

Textbooks

This class does not have a textbook that will leave the classroom. All assignments will be completed in class unless there are other activities that can be completed outside the school.

SUPPORTING SCHOOL POLICIES

Teacher-Only Areas

The teacher's desk, podium, overhead projector, computer, printer, and enclosed cabinets are **off-limits** to students unless specifically directed by a teacher.

Food

No drinking, eating, or chewing (gum) during class that is not part of the assignment.

Helping vs. Cheating

Cheating implies that both students cannot effectively explain their reasoning. Helping means that both students understand and can explain their reasoning. If you have not received permission to help, it is considered CHEATING. Cheating, plagiarism, or copying the work of other students, which includes failure to comply with test security are level 2 offenses.

Tidiness & Class Supplies

Everyone is responsible for making sure that our classroom is neat and clean. All materials should be put away without being broken, stolen or misplaced. It is

each person's responsibility to make sure all supplies stay in the classroom.

Visitors to the Classroom

If a visitor comes into the classroom, stay in your seat and focus on the assignment. If the visitor needs my attention, continue working without getting loud, off task, or disruptive. A visitor does not mean it is time to be off task.

Associate Teacher

Treat the Associate Teacher with respect. Sit in your correct seat, give out your correct name, and behave well. If he/she makes a mistake or does not do a procedure correctly, just follow the directions given by the teacher. Inappropriate behavior will automatically be referred to the Assistant Principal. Under no circumstances should anyone receive an administrative referral. Great reports by the teacher will be rewarded.

Fire Drill

Quietly and quickly line up to leave the room. Once outside the building students must stand in a straight line silently. As students re-enter the building, the class should still walk quietly and quickly back to the classroom.

Profanity, Disrespect, Bullying

Inappropriate language or words that disrespect people such as "dumb" or "stupid" will not be tolerated in class. Any form of bullying will not be tolerated and immediately reported to our administrator.

Vandalism & Theft

Stealing or destroying school, teacher or student property will be reported directly to the administration. This includes tagging walls, furniture, class materials, and student property.

Fights & Assaults

If a student is assaulted in class, students must move away from the disruption and get help. Any student who instigated or encouraged the fight will also be reported to the administration. Inappropriate display of affection is a level 2 offense.

DISCIPLINARY PROCEDURE

1. Warning/Student – Teacher Conference
2. Parent Contact
3. Student/Parent/Team Conference
4. Administrative Referral

Other Disciplinary Actions

- Discipline Essay
- Cooperative Teacher Room

Let's
Have
Fun
this
school
year!!!