

Technology Class

Parent/Student Contract

2011-2012

Welcome Students and Families!

My name is Mrs. Martinez, and I am the Computer/Technology teacher for grades 3-7. Every year, I require students to submit a signed behavior and expectation contract for a grade within the first month of classes. This year will be slightly different. Any student who does not return this completed and signed contract will **receive a zero** for this assignment and will also be **prohibited from using computers** until the completed contract is submitted to the teacher. THERE WILL BE A STUDENT QUIZ ON THIS INFORMATION THE WEEK OF **SEPTEMBER 19TH**.

**PARENTS/GUARDIANS: PLEASE READ AND REVIEW THIS PAPER WITH YOUR CHILD.
PLEASE COMPLETE, SIGN, AND RETURN THIS CONTRACT BY THE WEEK OF
SEPTEMBER 12TH AND NO LATER THAN SEPTEMBER 16TH AT 4:00PM.**

Computer Lab Rules:

- No drinking, eating, chewing gum, other foreign objects**
- No toys**
- No password = No computer**

Computer Class Rules:

1. Be Prepared

- a. Come to class with paper, pen/pencil, computer folder
- b. Come to class with your username/password
- c. Come to class with completed assignments for on-time submission
- d. Come to class prepared for quizzes/exams
- e. Use the restroom and wash your hands before getting to class
- f. Show up to class on time

2. Be Polite

- a. Have a positive attitude
- b. Show respect to your teacher and classmates
- c. Only speak when spoken to by an adult
- d. Keep your belongings, hands and feet to yourself
- e. Respect school property
- f. Ask permission before taking action

3. Be Your Best

- a. Never give up – quitters always lose
- b. Always try your hardest so that you can be proud of yourself
- c. Take pride in your quality of work

Computer Class Policies:

PARTICIPATION	<ol style="list-style-type: none">1. Every student starts the class with 100 Participation Points.2. Every infraction of the rules = loss of Participation Points.3. Lost points due to breaking rules, including tardies, cannot be earned back.4. It is the student & guardian's responsibility to check participation points online every week; the teacher does not send home weekly progress reports but makes note of misbehaviors on the student's grade report.5. Students who break the rules more than 2x, will be written up, and a copy of the write-up will be sent home with the student for the parent.6. Students who do not return signed write-ups the following week will be restricted from the computer and the missing write-up will be noted on the online progress reports for the parents/guardians
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ASSIGNMENTS & QUIZZES	<ol style="list-style-type: none">1. Students are expected to complete all class work, homework, write-ups and contracts on time – Every assignment/quiz is worth 100 points.2. Quizzes are periodic assessments of student progress. There will be 1-3 quizzes every Quarter.3. Late work will only be accepted, with a point-loss, within 1 week of the date it is due (see specific rules on my website for IICSN).4. Students who do not complete work in class will lose points; the teacher provides more than enough time to complete work in class (If your child has an IEP, the student must meet with the teacher to work out accommodations.)5. Students are required to practice keyboarding both in and outside of class. If a computer is not available at home, the student is encouraged to visit a public library.6. Students must only create assignments using their assigned Google accounts. The teacher will not accept assignments attached to personal email accounts and completed on non-Google programs.7. Students will only be permitted to make-up one quiz (due to an excused absence only) for the entire school year.
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EXAMS	<ol style="list-style-type: none">1. Every exam is worth 300 points.2. Exams are major, end-of-quarter assessments. Students can expect to have 1-2 exams per Quarter.3. Students will be notified at least 2 weeks before an exam; information will be posted on the online weekly grade report (you will see each as a blank line listed on the exam date), and it will be listed on my IICSN webpage.4. Students will only be permitted to make-up one exam (due to an excused absence only) for the entire school year.
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PROGRESS	<ol style="list-style-type: none">1. It is the responsibility of the student & guardian(s) to monitor student progress using the online progress reports, which are posted weekly starting the 3rd week of school. The teacher does not send home progress reports.2. If a student has a 65% or lower at the 5-week period, he/she will receive an Unsatisfactory Report in class. The student is responsible for getting the form signed and returned to the teacher within 7 calendar days.3. It is possible for a student with an 'A' at the 5-week period to still fail this class due to failing to turn in assignments and/or failing quizzes/exams.
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CONTRACT – ASSIGNMENT #1

**Turn in this completed page only*

Student Name (printed): _____

Homeroom Class #: _____ Homeroom Teacher: _____

Student:

I have read the Parent/Student Contract with my guardian(s). I understand the rules and policies and agree to follow these guidelines, be prepared for class, and stay updated with class information via the teacher's web page and online progress reports. I understand that it is my and my guardian's responsibility to utilize the tools made available to me to facilitate my success in Technology class. I agree to do my best and communicate all class information with my guardian(s).

STUDENT SIGNATURE

DATE

Parent/Guardian:

I have read the Parent/Student Contract with my child. I understand the rules and policies and agree to help my student follow these guidelines, be prepared for class, and stay updated with class information via the teacher's web page and online progress reports. I understand that it is my and my child's responsibility to utilize the tools made available to me to facilitate my child's success in Technology class.

GUARDIAN 1 NAME PRINTED

GUARDIAN 1 SIGNATURE

DATE

GUARDIAN 2 NAME PRINTED

GUARDIAN 2 SIGNATURE

DATE

Thank you! I look forward to a very rewarding school year with everyone! Please don't hesitate to contact me.