

## ***CLASSROOM EXPECTATIONS***

### **Computer Applications II, Computer Applications I, and Keyboarding**

**Miss. Ludwig | Room 200 | [jessica.ludwig@lscsd.org](mailto:jessica.ludwig@lscsd.org)**

#### **I. Attendance**

- A.** Remember! Higher attendance often correlates to higher grades! **Your attendance record is very important.** College admissions offices and future employers will carefully evaluate your attendance record.
- B.** Attendance is taken during the first period each morning and then during each period after that. If you are not in your seat when the tone sounds is considered absent or tardy unless special permission has been granted.
  - 1. If you are late to class you will have to sign in--1st time is a warning, 2nd time and after is detention with me; after your 3rd detention (4th time late) you will meet with Mrs. Conti/Mr. Krause. Students will sign class notebooks when late to assist in keeping track.
  - 2. If you need to use the restroom, go to your locker, grab a drink of water etc.; come to class and ask Miss. Ludwig if you can go do what you need to before class begins
- C.** If you are absent from school, you should check our **Google Classroom** site for notes and assignments for that day. If you are absent on a day when we do not meet, you will not see a “new” assignment. If you are absent multiple days, please make sure that you check on the days that you would be in attendance.
- D. *YOU WILL BE RESPONSIBLE FOR WORK POSTED REGARDLESS OF WHETHER YOU ARE IN ATTENDANCE OR NOT—CONSIDERATION WILL BE GIVEN REGARDING DUE DATES***

#### **II. Behavior and Respect**

- A.** Treat others the way YOU want to be. The golden rule in life and our classroom.
  - 1. If you want respect, you must also show respect for others
    - a) While I am teaching the lesson, there will be no talking
    - b) When it is time to work on that day’s assignment, we will all work on that assignment and not other work
- B.** Prohibited Student Behavior
  - 1. Behavior that is ***disorderly, insubordinate, disruptive, violent, or endangers others*** is prohibited. Academic misconduct, which is also prohibited, includes plagiarism, cheating, copying, altering records, accessing other users accounts, violating the District’s Acceptable Use Policy or assisting other students in such actions.
- C.** Restrooms
  - 1. You should use the restroom in between classes during passing time
    - a) If there is a need to use the restroom during class, you may request a pass (after I have completed the lesson)

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- b) You should never leave the room without permission or without the pass, unless accompanied by a teacher or staff member.

#### **D. Cell phones**

1. Cell phones are not allowed to be used during the class period
  - a) 1st time teacher sees it = Warning to keep it away
  - b) 2nd time teacher sees it = Teacher keeps phone for the period
  - c) 3rd time teacher sees it = Phone gets taken to the office
2. Students will sign class notebook when each warning/consequence happens to help keep track of warnings/incidents
3. If a student refuses to give the teacher their phone, they will be sent to the office.

### **III. Student Dress Code**

- A.** All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.
- B.** Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item.
- C.** Any student who refuses to do so, or who repeatedly violates the dress code, may be subject to disciplinary action, up to and including out-of-school suspension.

### **IV. Assigned seats**

- A.** I will create a seating chart - this will remain in place unless there are issues
  1. Issues include:
    - a) No work or careless work being submitted
    - b) Talking or distracted while I am teaching
    - c) Logging in before you are instructed to do so
    - d) Using websites not permitted by teacher

### **V. Computers**

- A.** Only access those websites needed for completion of assignments
- B.** If there is independent work being completed, access will be limited to school appropriate sites.
- C.** Computers will be treated with respect and care
  1. **Please notify me of any changes with the keyboard, monitor, mouse or any other part of the computer**

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- D.** Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.
- E.** *Access is a privilege, not a right! Do not vandalize or abuse the computers*

### **VI. Logging in / Sync - DO NOT LOG IN UNTIL INSTRUCTED**

- A.** Wait until instructed to log in
  1. This includes Chromebooks as well
- B.** Sign into the computer
  1. Firstname.lastname
  2. Your 5 digit lunch pin
- C.** Sign into your Google Account
  1. Firstname.lastname@lscsd.org
  2. lsc(your 5 digit lunch pin)
- D.** ***Sync your Google Account - this is mandatory***
  1. Open Chrome
  2. At the top right (next to the three vertical dots) click on your profile
  3. Click on Turn on Sync
  4. Sign in again using your Google Account

### **VII. Google Classroom**

- A.** Check daily
- B.** If absent (for any reason) please check the Google Classroom post for the day of our class meeting - expectation is that the daily work will be completed
- C.** Make sure that you turn in assignments when they are due

### **VIII. Grading Policy**

- A.** With each assignment, students will be given a point system/requirements needed on that assignment in order for them to earn full credit
- B.** If assignments are late, students will lose the following points depending on when they turn in the assignment:
  1. 1-3 classes after due date: 10%
  2. 4-5 classes after due date: 15%
  3. 6 or more classes after due date: 20%

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☐ I have read and understand the Guidelines and Procedures for our class. I have shared this information with my parent(s)/guardian(s).

**Student Name:**

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**Parent Signature:**

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**Student Class (Example - 2nd Period-Odd-Days 135)**

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