

INSTRUCTOR: Mr. Decker
RM: 84

I. COURSE DESCRIPTION:

II. ATTENDANCE POLICY:

Because this is a lab-based course, attendance is very important. Most of the work must be completed at school. If you are absent, you are responsible for all assigned work. This means that you are responsible for finding out what you missed and completing the missed assignment(s) in the time allowed.

Attendance, Tardies, and Classroom Behavior: Points will be deducted from your weekly citizenship grade for all absences, tardies, and inappropriate classroom behavior. See student handbook for further information on Saturday school and tardies.

Makeup Work: The computer lab will be open during R.E.C.S. for students to make up missed assignments.

See Fruita 8/9 Student Handbook section on Attendance for further information about the attendance policy.

III. GRADING POLICY:

Students will be assessed on **class participation, daily exercises, problems, application activities, and testing**. Each student's grade will be determined by using the total-points method and the following grade scale:

(A) 100- 90 (B) 89 - 80 (C) 79 – 70 (D) 69 – 60 (F) Below 60

All students are required to take the final exam.

You may check student attendance, assignments, and current grades on the Internet at www.parentbridge.com.

Students may access grades using their current User Name and Password. Double click on the red grade to see assignments.

IV. CLASSROOM POLICIES AND PROCEDURES:

A. EXPECTATIONS:

- Act responsibly.
- Arrive on time prepared to work.
- Come prepared with pen/pencil, a notebook, textbook, and homework!
- Show respect for all members of the class.
- Treat classroom materials and equipment as you would your own.
- Keep your work area organized and neat.
- Push chairs under desks before leaving.
- Gum chewing in class is a privilege that may be taken away after one abuse—keep gum in your mouth and chew with your mouth closed.
- There will be **no food, drinks, hats, CD players, pagers, or cell phones** allowed in the classroom. Pagers and cell phones must be turned off and placed in your backpack/notebook/coat pocket, etc.
- Class time must be used to complete computer assignments. Failure to use class time wisely will affect your class participation grade.
- All assignments must be completed before requesting extra credit work; no extra credit work will be given the last two weeks of the grading period.

B. YOU MAY BE WITHDRAWN FROM THE CLASS FOR THE FOLLOWING INFRACTIONS:

- Deleting or attempting to delete programs from the computers.
- Damaging or attempting to damage any computer or computer equipment.
- Theft or attempted theft (including other students' work).
- Creating or attempting to create a project/document that is offensive.
- Accessing or attempting to access a pornographic area on the Internet.
- Plagiarizing or attempting to plagiarize material.
- Installing or attempting to install programs on machines without permission.
- Tampering with programs or projects belonging to other students.
- Unauthorized changes or attempts to change computer settings.
(i.e. desktop, screen savers, deep-freeze, etc.)
- Any action that is detrimental to the learning environment.
(i.e. playing games, chat rooms, on the Internet without permission, etc.)
- Any action that places students or property at risk.

**BUSINESS/COMPUTER EDUCATION DEPARTMENT
FRUITA 8/9 SCHOOL**

STUDENT OATH

I have read, understand and will adhere to the policies, procedures, and rules for Computer Applications I.

Student Name (Printed)

Class Period

Student Signature

Date

Parent/Guardian Signature

Date

Home Phone

Work Phone

Dear Parents and Guardians:

It is my pleasure to welcome your student into my classroom this semester. I am looking forward to an exciting and enriching learning opportunity for both of us! I would also like to take this opportunity to encourage you to take an active part in your student's education. Here are a few ways in which you can foster your student's academic success.

- **Encourage and monitor your student's attendance.** This course requires some homework and lots of in-class participation and on-task behavior.
- **Ask your student about his or her progress in this course.** You can check your student's grades at www.parentbridge.com. Your student will be developing valuable workplace communication and human relation skills. I also encourage you to attend the parent/teacher conferences during which time I can show you the progress your student is making.
- **E-mail.** Should you have any questions or concerns about your student's performance in this course, please don't hesitate to e-mail me. My e-mail address is Andrew.Decker@d51schools.org. Thank you for taking an interest in your student's education.

Sincerely,

Mr. Andrew Decker
Business Education / Computers and Technology, Fruita 8/9