



August 15, 2016

Dear Students and Parents,

Welcome to St. Elizabeth's PK-8th Grade Technology Program for 2016-2017.

Following are our Technology Center Expectations.

Computer Classes for Grades PK-8 will follow all the guidelines, rewards and consequences in the student handbook and the Diocesan Technology Curriculum. The curriculum includes computer terminology, keyboard skills, word processing, Internet usage, ethical issues, the history and development of computers and coding.

Students are expected to pay attention, follow directions, raise their hand when they have questions or are asked a question; also, to be respectful of the equipment, themselves, their classmates and myself at all times.

Please follow the specific procedures as outlined below.

- Leave backpacks and other personal items (purses, etc.) outside in the hall.
- Food is not permitted in the Tech Lab during class and tutoring times.
- Playing computer games or listening to music during computer class time is only allowed with teacher permission.

By signing the Student Handbook, you are agreeing with our IAP, Internet Acceptable Use Policy, found under "Computer Usage" in the Student Handbook.

All students and their parents are required to sign an Internet Acceptable Use Policy (IAP) agreement form in order to have access to technology at St. Elizabeth School. A parent's signature in the Parent/Student Handbook constitutes agreement with the IAP. Failure to sign this form will prohibit the student from using the computers and may be reflected in the student's grade due to missed assignments.

Sincerely,

Mrs. Stepniewski
PK-8 Technology

Classroom Rules:

Listen when others are talking.
Follow directions.
Keep hands, feet, and objects to yourself.
Stay seated at workstation, unless given permission to move.
Walk quietly and do not disturb others.
Show respect for school and personal property.
Work and play in a safe manner.

Consequences for Not Following Rules:

Redirection to follow classroom rules and procedures

One-to-one conference (short talk), away from other students, about behavior (for all students).

Reduction in Conduct Grade

Deliberate disrespect, disruption, etc. results in reduction in participation points depending on severity, which will impact overall academic score. Because of the nature of Computer Class, if participation is lacking, daily work suffers. Detention is usually a last resort.

Consequences for younger students (e.g. PK3-K or 1st):

Move student within normal seating pattern (semi-circle) around Smart Board.

Send student out of semi-circle if quick eye contact or word does not result in improved behavior.

If student goes outside of acceptable behavior from first step into room and before seated, other means to continue class will be reviewed. Most unusual is sending child back to regular teacher and, thus, to office or principal.

Class is begun with a brief discussion of the day's goal/task which is outlined in the posted Agenda.

Students are expected to listen and ask questions for understanding. Younger students sit in semi-circular rows near the Smart Board to more easily access interactive activities on the Smart Board.

Grading Policies: Most of our work is project-based and ongoing over many class periods. Each class results in a participation grade and an academic grade. All assignments must be completed in class. Student competence must be demonstrated while class is in session, therefore, projects completed at home are not accepted unless there are extenuating circumstances that have been discussed with your teacher. Should a student absence require assignment makeup, the student should attend tutoring in the Uplab between 3:30 – 4:00 p.m. Tutoring is not a substitute for working diligently during class.

Participation and Daily Academic Grades are 60%.

Tests and final projects are weighted twice and are 40% of the total grade.

<p>Kindergarten through Fifth Grade Students earn Letter Grades E–U as follows:</p>	<p>Sixth through Eighth Grade Students earn Number Grades as follows:</p>																												
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Conduct grades begin as a G for all students. The student’s subsequent efforts will determine if it remains a G or is raised to an E or lowered to an S, N or U. In order to achieve an E, a student must demonstrate excellent attitude, participation, cooperation and diligence toward the task at hand.

Email messages will be answered during normal school-day hours.