

**Carter Middle School**  
**21<sup>st</sup> Century Computers**  
**2016-2017 Syllabus**

Teacher: Mr. Case

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**Course Expectations**

**Course Guidelines and Expectations**

In addition to the guidelines described in the “Student Code of Conduct,” all students must abide by the following rules while in the computer lab:

- Stay on Task at ALL Times
- No Food or Drink
- No Unacceptable Websites (This includes ANY website that has not been authorized)
- No E-Mail or Music
- Electronic devices shall only be used at the discretion of the teacher.
- Be respectful, responsible and resourceful
- Participate and ask questions

**Supplies**

The only required materials for computer class are an agenda, 2-pocket folder, headphones or ear buds, flash drive, Google email account or WCS email account (if applicable) and a writing utensil. Your computer folder should be kept separate from all other classes.

**Grades**

Students’ final grades will be determined by a combination of homework, in-class assignments, quizzes, projects, and test scores. According to Warren Consolidated Schools grading policy, homework and daily in-class work can count up to 25 percent of your final grade and 75 percent is based on assessments (tests, quizzes, projects). The values of these components are as follows:

- Tests, quizzes and projects are worth 75 percent.
- Homework and in-class assignments are worth 25 percent.
- Extra credit may be offered, but is not guaranteed. **EXTRA CREDIT DOES NOT REPLACE ASSIGNED CLASSWORK.** If a student does extra credit, any points earned are incorporated into the final grade at the end of the card-marking.

**Entering the Classroom**

Make sure that you have all of your required materials before entering the classroom (folder, pencil, agenda, etc.). Enter the classroom quietly and immediately begin copying down the agenda for the day. If you are not in your seat when class starts, you will be marked tardy.

**Hall Passes**

You are allowed four (4) hall passes per card marking. It is important for you to be in class; therefore, these should only be used in the case of an emergency. Because hall passes are signed in your agenda, if you do not have your agenda with you, you will not be permitted to leave.

**Homework**

The majority of assignments will be completed in class; however, there are times when some work will be required to be done outside of class. Any homework assigned is expected to be completed by the designated due date. Work will be accepted late for a reduction in points by 5% each day it is late. After ten days, these assignments will no longer be accepted and will follow the WCS grading policy. This policy does not include absent work.

**Projects**

Projects will be assigned occasionally throughout the term as a culmination to a unit of study. You will always be given ample time and instructions for completing a project.

**Extra Credit**

Extra credit opportunities are only available to students that have all of their required assignments completed. Extra credit is provided occasionally throughout the quarter/semester (usually through extension of current assignments). Any extra credit earned will be incorporated into a student's grade at the end of the card marking.

**Absences**

In the event that you are absent from class, it is **YOUR** responsibility to find out what work you have missed. All work that is missed must be made up in the amount of days the student was absent. For example, if the student was absent 1 day, he/she has 1 day to make up missing work. If this work is being handed in, please mark "ABSENT" with the date that you were not in class (if you do not mark "absent," your assignment could be accidentally marked as late). Absent work will be considered late if it is not submitted in the allotted amount of time. If you are absent the day of a test or quiz, it is **YOUR** responsibility to see me to schedule a date to make up your missing test or quiz. Make-up for these tests and quizzes is BEFORE or AFTER school, not during class time. If you have known about an assignment for two or more days and are absent the day it is due, the assignment is due ON THE DAY YOU RETURN. This means, you DO NOT get extra time for this assignment after returning. If you know you will be absent for an extended period of time, it is **YOUR** responsibility to meet with me and arrange for the work to be provided to you. DO NOT WAIT UNTIL AFTER THE EXTENDED ABSENCE TO GET YOUR WORK.

**Class Dismissal**

**The bell at the end of class does not dismiss you – I do!** At the end of class, check the area around your computer and pick up any trash. All students must be in their seats, logged off of their computers and quiet before the class is dismissed. Everyone must have a clean area before anyone is dismissed and you push your chair in before you leave the room.

**A GRADE WILL BE ASSIGNED FOR RETURNING THIS FORM BACK TO YOUR INSTRUCTOR.**

- 10/10 Returned on time
- 9/10 Returned one day late
- 8/10 Returned two days late
- 7/10 Returned three days late
- 6/10 Returned four days late
- 5/10 Returned after 4 days

I have read and understand the Classroom Expectations for my 21<sup>st</sup> Century Technology class. I agree to follow the rules and do my personal best!

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Student Name (Print)

Hour

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Student Signature

Date

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Parent Signature

Date