Dear Parents, Guardians and Students,

Welcome to **Computers**!  This elective course is an exploratory course to learn keyboarding, word processing, excel and multimedia.. Students will also learn about internet safety, cyber bullying and social, legal and ethical issues related to the use of technology.

The purpose of this letter is to inform you of my classroom expectations and procedures as well as remind you of the school wide expectations. Please read and review this newsletter with your child. Then complete the form on the bottom of this page and return to me so that your child can earn his or her first 10 points.

Interested in what's going on in class? Check out www.edmodo.com. A class code will be coming home soon. AERIES is also a great resource for parents to use. This system allows parents and guardians to check student grades and progress. Grades will be updated at least weekly.

 **Classroom Rules**

 1. Follow Directions:

 2. Be in your seat before the tardy bell rings with all required materials.

 3. Keep your hands, feet and objects to yourself.

 4.  No teasing, bullying or put downs.

 5. When in doubt, **always** ask questions.

**Classroom Policies**

Respect and Responsibility: Students and I will maintain respect for each other and property. Students will be responsible for doing their work and I will be responsible for explaining it clearly so it's understood.

 **Grades**

 This class will use a point system.  Each assignment is worth a certain amount of points.  The bigger the assignment, the more points it will be worth. Roughly 50% of your grade is based on **class work/ participation**, 35% on **projects /typing improvement,** 5% on homework, and 10% on **quizzes / tests**.

  **90% - 100% = A**

**80% - 89% = B**

**70% - 79% = C**

**60% - 69% = D**

**0% - 59% = F**

 **Absence Information**

 1.     If you are absent you must see me to get the work that you missed.

 2.     You will have twice the number of school days that you missed for completion of make-up work.

 3.     If you miss the day before a test, and you missed only review activities, you must still take the test on the day you return.

 4.     Late work not due to absence will receive partial credit.

 **Falcon Code of Conduct School Wide Rules**

 Be Respectful Be in the room, in your seat with materials by the bell.

 Be Productive Follow the dress code.

 Be Safe No backpacks in the classroom

 Be Responsible No gum or food in the classroom

 Be Prepared

 **Please note:** Students are expected to follow the school-wide rules and the Falcon Code of Conduct. All

 students are expected to follow the cell phone policy and detention policy as outlined in the Parent/Student

 Handbook. Consequences as outlined in these pages will apply to violation of these policies.

**Contact Information**

If you would like to discuss issues about your child you can reach me 3 ways.

 1. Send an e-mail to twong@sanleandro.k12.ca.us (this is my preferred method of

 communication).

 2. Send a note with your child to class and please indicate when you can be reached.

 3. Call John Muir at 618-4400 and leave a request for me to call you back. Please make sure

 to leave the best time to reach you and a phone number.

**Materials**

Students should bring their binder and a writing utensil to class unless otherwise instructed. Optional materials that would be nice to have are headphones and a flash drive to save documents.

I look forward to having a wonderful quarter with all of you! Please do not hesitate to ask questions!

Sincerely,

Mrs. Wong

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Cut and Return bottom portion to Mrs. Wong by Friday for your first 10 points

I have read Mrs. Wong's guidelines and expectations. I am aware of my child's responsiblitiies and promise that if I have any concerns I will contact her. My child has permission to sign up for an edmodo and google account to turn in and access assignments.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_