**Mr. Jackson -- Tech Ed.**

**Wetumpka Middle School -- 2021-2022**

**I welcome you and your child to an exciting year at Wetumpka Middle School. As an experienced teacher of 19 years, I will provide your child with quality service every day. I will offer him/her the chance to strive for excellence because all students, including your child, have the potential to succeed. There are no excuses! I expect your child to do his/her best by being respectful, responsible, and safe in school. Let’s have a good year. ⎯Mr. Jackson**

**Course Objectives:**

**This is primarily a keyboarding/typing class, where you will learn the essential skills of typing, using Google (Sheets, Docs, & Slides) and Microsoft Office products (Word, PowerPoint, & Excel). In addition, you will learn digital literacy and digital citizenship skills.**

**Chromebook:**

**Students will be using their Chromebooks in class every day. Make sure your child’s Chromebook is charged daily! There is no textbook for this class. All resources and materials will be provided to the students.**

**Remind:**

**I’ll be contacting parents and students, using Remind. It’s free—just use your cell phone. I’ll be sending reminders throughout the year. Text** @7g3egk **to 81010.**

**Course Topics:**

**Daily grades will include (1) typing assignments, (2) bell work, (3) notebook/binder checks, & (4) other daily work. Test grades will include in-class projects and extended assignments.**

**Required Materials/Supplies:**

**Except for your bookbag, required supplies will be provided for you. However, you will need a composition notebook (with 100 sheets). Note: Make sure you keep all of your classwork and notes in your binder/notebook—so you can stay organized throughout the year.**

**Grading Policy:**

**Daily grades are worth 50%; test grades are 50%. [A = 90-100, B = 80-89, C = 70-79, D = 60-69, & F = 0-59]**

**Group/Paired Work Activities:**

**Your child will work with other students on in-class assignments throughout the year. I expect him/her to contribute equally to the assigned work and follow the group rules.**

**Honor Roll/Conduct:**

**Although this is an elective class, this course will still count toward honor roll status. Your child’s conduct (behavior) will not affect his/her grades. However, I will keep a behavioral (step) log on each child.**

**Policies and Procedures:**

**(1) Make-up work and Tardy Policies: ● Make-up work is your child’s responsibility—not mine. All students need to ask me about missed assignments. ● I consider you tardy if you are not in class when the tardy bell rings. You must sign the tardy log near the classroom door. There are consequences for being tardy.**

**(2) Homework: There will be no homework for this class. All work will be done in class.**

**(3) Bell Work/Cell Phone: ● Complete the bell work daily (composition notebook). It will be graded. ● Cell phones and other electronic devices are not allowed UNLESS they are given permission by your teacher. Otherwise, they should not be seen.**

**(4) Hall Pass: Hall passes are for emergencies only. If needed, you must have a hall pass with you.**

**(5) Seating/Dismissal: ● You must remain in your assigned seat—do not get out of your seat without permission. ● I dismiss you to leave the class—not the bell. Make sure your desk area is clean and you collect your belongings before you leave.**

**(6) Expectations: I expect you to do well in this class. As your teacher, I’m going to work hard in providing you with a quality, fun education. In return, you should work hard to ensure that you are successful in and out of the classroom. After all, we’re all members of the Wetumpka family: the students, parents, faculty, and staff.**

**(7) Outbursts: Raise your hand to get my attention—do not make any outbursts, especially during instruction.**

**(8) Bullying: This is a bully free zone school. If you don’t have anything positive to say to someone, then you need to keep your negativity to yourself. Bullying isn’t allowed and will be monitored to ensure that this class and school is safe for students.**

**(9) Class Rules: (1) Be respectful: Put forth effort and do your work. Bring materials to class. (2) Be responsible: Be kind to others. No outbursts. (3) Be safe: No horseplaying! Keep your hands, feet, and objects to yourself.**

**(10) Consequences: (1) Student Conference (Warning) (2) Call Home (3) Office Referral Note: All students will have a behavioral log, which will be monitored daily for infractions and will be checked each quarter for incentives/prizes.**

**(11) Rewards: (1) Praises (2) bucs (3) “Goodies” (4) Parental contact (5) free time**

**P.S. You will be expected to do work everyday in class. However, if the class behavior is satisfactory, I will sometimes have a “study hall” day, where you may work on homework or classwork (i.e. study for a test) from your other core classes.**

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 **Student’s Signature Parent/Guardian’s Signature**