

## Ms. Thomson's Class Expectations – July, 2015

Our goal is to create a place for **learning** that is:

Safe  
Orderly  
Caring  
Disciplined

### Standards

Computer Skills and Applications I (CSA I) is a North Carolina state course.

Students, Parents, and the Teacher are responsible to support student learning.

Please feel free to e-mail Ms. Thomson at [vthomson@wcpss.net](mailto:vthomson@wcpss.net) with any comments or concerns.

### Grades

Classwork, projects, homework, and quizzes are required and are weighted 10% on the report card grade. Tests are required and count 100% on the report card grade. Students and parents should check grades regularly in Power School and let Ms. Thomson know of changes that should be made.

### Ms. Thomson's Classroom Procedures

1.	<b>Behavior during class.</b> Expected behaviors during class are as follows: (1) direct instruction from teacher--no talking, raise hand to speak/for assistance; (2) independent work by yourself--no talking, raise hand to speak/for assistance; and (3) group work--use inside voices to communicate with team members.
2.	<b>Book bag Placement.</b> Please place book bags on the tables to the left of the Smartboard. Do this after you've taken out your pencil and agenda.
3.	<b>Classroom Visitors.</b> When visitors arrive in the classroom, continue with what you were doing. There will be administrators, teachers, and students who are in our classroom for various reasons during our classes.
4.	<b>Hall Pass.</b> If you need to leave the classroom, ask Ms. Thomson's permission and take a hall pass from the 2 <sup>nd</sup> shelf of the bookcase.
5.	<b>Computer Use.</b> Only four items should be touched when needed: (1) power button on computer case; (2) power button on monitor; (3) mouse; and (4) keyboard. We log off computers by choosing "Shutdown" and "Log Off." Students are responsible for damage to computers (see Parent Handbook for details). No off-task Internet, chat, IM, or e-mail usage. No downloading of any software. Print only with teacher's permission.
6.	<b>Dismissals</b> (regular class and to buses). Regular class dismissal times are posted in the room with close-down time of computers 2 minutes before dismissal time. This gives adequate time to (1) log off your computers, (2) push your chair in, and (3) get book bags. Ms. Thomson will dismiss class.  For the class being dismissed at the end of the school day, listen to the end-of-school announcements and watch the screen to see when you are dismissed. Give Ms. Thomson the

	“thumbs up” sign to say that your bus number appeared on the screen before leaving the room.
7.	<b>Fire Drill.</b> Quickly get in single file line and remain quiet. Teacher will get attendance register and red emergency bag. Use 7 <sup>th</sup> grade stairwell to go down to ground floor. Turn right at the bottom of the stairs and exit the building. Stand together quietly as a class in a single file line. Wait for signal by teacher to return to the building. Walk quietly in single file back to our classroom.
8.	<b>Four on Floor (chair safety).</b> Keep all four chair legs on the floor at all times for safety reasons (your and your neighbors’).
9.	<b>Attention Signal</b> (attention—eyes on speaker, listening, mouth closed, body still and hands free) indicated by teacher’s raised hand. Ms. Thomson will also say “Ms. Thomson’s hand is raised” to give audible notice.
10.	<b>Headers</b> (name (first and last) and class (8A, 8B, 7A, 7B, 6A, or 6B)). Please place this header information in the top right corner on any hardcopy papers turned in and in your header (same location) for soft copy documents submitted.
11.	<b>Homework and class work.</b> Place homework and classwork in the black, plastic trays to the left of the bookcase near the front of the room.
12.	<b>Internet Use.</b> Use the Internet only as directed by Ms. Thomson.
13.	<b>Make Up Work.</b> See agenda for details for make-up work timing.
14.	<b>Passwords.</b> You are responsible to keep passwords secure and hidden in your agenda in a private place that you can look up. Do not share your password with anyone.
15.	<b>Prohibited Items.</b> Prohibited items in this computer classroom include (1) drinks (see water exception below); (2) food; (3) gum; and (4) magnets.
16.	<b>Tardy Log.</b> You are responsible to be in class on time. Give Ms. Thomson a signed note from a SMS staff member if you are late.
17.	<b>Supplies and Lost/Found.</b> You’ll find tissues, stapler, pencil sharpener and hole punch on the table at the front of the room. On the top shelf of the bookcase, you’ll find a blue Lost and Found basket. Check here for missing items that are small. Clothes, bags, and lunch boxes will be taken to Cafeteria at the end of each day.
18.	<b>Turning in Class Work.</b> Start passing papers from outside wall (with windows) toward Smartboard wall of room. Ms. Thomson will collect the papers from each row.
19.	<b>Water.</b> Bring a water bottle in your book bag. You may put your water bottle on the floor at your computer. Move away from the keyboard to drink (so no water gets on the keyboard!).
20.	<b>Daily Materials.</b> Bring pencil and agenda to class every day.

### Consequences of Not Choosing Responsible Behavior

Consequences of not choosing responsible behavior are addressed in this order: (1) communication between Ms. Thomson and student; (2) Ms. Thomson communication with parents; and (3) escalation to administration for discipline plan management.

**Class Website:** <http://bb9.wcpss.net>