DIGITAL LITERACY

**Course Syllabus--Policies & Procedures**

**2019—2020**

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| **Work Phone**: 381-3820 Ext: 1618 | **Office hours**: B day: 10:00-11:00 |
| **E-mail: angela.outland@fayette.kyschools.us** | |
| **Web Office Hours**:  Any time by E-mail. I will make every attempt to respond to an email within 24 hours. | |

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| **Course Description:**  Students will use a computer and application software including word processing, presentation,  database, spreadsheet, internet, and email to prepare elementary documents and reports. The  impact of computers on society and ethical issues are presented. Leadership development will be  provided through FBLA (Future Business Leaders of America) |
| **CONTENT/PROCESS** |
| Students will:   1. Use a word processing program to create, save, print, modify, spell-check, and grammar check a simple document. 2. Use a word processing program to enhance the appearance of a simple document by using centered, right justification, boldface, underlined, and italicized text. 3. Use a word processing program to change the default margins and line spacing. 4. Use a word processing program to create a document with headers, footers, and footnotes. 5. Use a presentation program with text body, graphics, and animation. 6. Use an electronic spreadsheet program to create, save, print, modify, and obtain graphs from a simple spreadsheet. 7. Use an electronic spreadsheet program to perform basic mathematical operations including, but not limited to, addition, subtraction, multiplication and division. 8. Use an electronic spreadsheet program to calculate averages and percentages. 9. Use an electronic spreadsheet program to enhance the appearance of a spreadsheet by changing fonts, foreground, and background colors and centering text across columns. 10. Use a database management program to create, maintain, and print reports from a simple relational database. 11. Use a database management program to customize the user interface by creating and maintaining forms and reports. 12. Use a database management program to query tables using basic query operations such as “and”, “or”, “not”. 13. Print in landscape and portrait orientations. 14. Use the component of the operating system that helps the user manipulate files and folders to copy, move, rename, and delete files and to create, copy, move, rename, and delete folders. 15. Use the World Wide Web browser to navigate hypertext documents and to download files. 16. Use Internet search engines and understand their advantages and disadvantages. 17. Use an electronic mail program to send and receive electronic mail. 18. Identify components of a computer, learn how to care for a computer, and purchase technology 19. Discriminate between ethical and unethical uses of computers and information. 20. Demonstrate a basic understanding of issues regarding software copyright, software licensing, and software copying.   21. Demonstrate an awareness of computer viruses and basic understanding of ways to protect a computer from viruses.   1. Demonstrate a basic understanding of the impact of computers on society. 2. Use and understand basic computer terminology. |
| **Connections**   * Post-Secondary Connection—KCTCS course determined through local dual/articulation agreement * CTSO—Girls Who Code, FBLA and STLP * Kentucky Occupational Skill Standards * 21st Century Skills |

**MRS. OUTLAND’S CLASSROOM NORMS**

*While in my class, I expect that you will*:

1. Come to class on time with the needed supplies.
2. Leave food and drink out of my room!
3. Show respect--Keep hands, feet, and inappropriate comments to yourself (ZERO TOLERANCE!!!!)
4. Keep personal grooming items in your bag; better yet, leave them at home!
5. Stay awake and alert in class

**SUPPLIES NEEDED FOR CLASS (These are used daily)**

* Pencils and Blue/black ink pen.
* USB Flash Drive (can be used for other classes).
* A small composition notebook for journaling.
* One large box of tissues

**CELL PHONES AND ELECTRONIC DEVICES DURING CLASS**

* Silence phones and put them in your bag until needed in class.
* No texting or talking on cell phones during instruction time.
* Social media is not needed during class time.
* Personal electronic devices may be used by students during the school day with teacher permission, for instructional purposes. Devices shall not be used in any way that causes a disruption

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**GRADING POLICY**

1. **Formative** (50%). This includes practice assignments, review or assessment of work covered in a single class block. Typical examples include: Daily activities, Bell work, Exit slips, work completed in a single class meeting, an open response practice question, and quiz over material taught in a single block and participation points earned in a single class block.
2. **Summative** (35%). This category contains assignments that include work that assesses or is the culmination of several days of class instruction or preparation. Examples include: unit tests, class presentations or performance (individual or group), projects, paper resulting from the full writing process, and quiz or binder/notebook check that covers several days of material.
3. **Final Exam** (15%). This category contains projects and/or a cumulative final exam.

|  |  |  |
| --- | --- | --- |
| 92-100 | = | A |
| 83-91 | = | B |
| 74-82 | = | C |
| 65-73 | = | D |
| 0—64 | = | F |

**SCHOOL-WIDE RULES AND EXPECTATIONS**

|  |  |
| --- | --- |
| **C** | onnected |
| **R** | esponsible |
| **E** | ngaged |
| **E** | xceptional |
| **K** | ind |

**CCRC: Are You a College & Career Ready Commodore?**

* Are you using personal technology responsibly with faculty/staff permission?
* Are you dressed appropriately and professionally?
* Are you on time, prepared and following the 10-10 rule?
* Are you speaking and acting in a respectful manner?

**WHAT I EXPECT FROM YOU:**

1. Respect—for me and for others
2. Maturity—You are high school students, please act like it.
3. Don’t talk if it is not time to talk
4. Stay awake—I WILL wake you up.
5. Do not disrupt my class—If you want to talk or need attention, I will give it to you at the appropriate time.
6. Participation—If you don’t do anything, you won’t enjoy this class.
7. Have fun!!—This is not meant to be a painful class!

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| --- | --- |
| **KEYS TO SUCCESS IN MY CLASS**   1. Respect 2. Participation 3. Maturity 4. Do your (completed by you) work! 5. Keep up with your notebook | MCj04349010000[1] |

**BULLYING/HARRASSMENT—ZERO TOLERANCE!**

To be successful in the workplace and college, students must learn to respect the rights of others and to interact with them in a civil manner. Bullying or any type of harassment will not be permitted. Any form of harassment or bullying will be reported to administration and/or law enforcement immediately.

**HARASSMENT**--Name calling, stories, jokes, pictures, or objects that are offensive to one’s gender, race, color, national origin, religion, or disability. Unwanted touching and sexual advances are considered harassment.

**BULLYING**—intentional, repeated hurtful acts, words or other behaviors that involve an imbalance of power. These may include—name calling, teasing, threatening, social exclusion, and cyber bullying.

**CYBER BULLYING**—refers to the use of Information and Communications Technology, especially cell phones and the Internet, deliberately to upset someone else. Cyber bullying is a method of bullying. Cyber bullying can include a wide range of unacceptable behaviors, including harassment, threats and insults—actions meant to cause harm.

**PROCEDURES FOR THIS CLASS**

**PROCEDURES FOR ENTERING THE CLASSROOM**

1. Enter quietly. Read the Agenda on the board.
2. Get daily “Bell Work”
3. Have class supplies and in your seat when the bell rings.

**PROCEDURES FOR COMPLETING BELL WORK**

1. Bell Work is short introductory or review activities that are given daily.
2. Work on the Bell Work until finished or the teacher has asked you to stop.
3. If you finish early, follow directions on the Daily Agenda for submitting this work.

**PROCEDURES FOR WHEN YOU ARE TARDY**

Don’t do it!! Tardies are kept and will result in a detention.

* Punctuality to class is expected.
* Be in your seat when the bell rings. Tates Creek HS procedure about being tardy will be followed.
* 1st Block report to Tardy Table in front hall.
* 2nd -4th Blocks report to class and the teacher will mark you tardy.

**PROCEDURES FOR WHEN A SCHOOL-WIDE ANNOUNCEMENT IS MADE**

1. When the PA system sounds please do the following:
   1. Stop talking!
   2. If you are on the floor, please be quiet.
   3. Listen carefully to the announcements.
   4. After the announcement has finished, continue working.

**PLEDGE OF ALLEGIANCE**

The Pledge is recited each morning via the PA system. When the Pledge of Allegiance is recited, students will be required to show respect. I ask that students remain quiet. Students will NOT be allowed to be disruptive at this time.

**LOCATING DAILY ACTIVITIES AND ASSIGNMENTS**

1. As required by administration, the class Daily Agenda will be displayed on the board each day.
   1. A detailed Agenda will be uploaded to the class website.
2. Bell Work and Do Now instructions will be provided on the agenda.
3. Pay special attention to the “Do Now” statements.
4. Due dates, class activities, lessons, and objectives are listed on the class agenda.

**USING THE HALL PASS—LEAVING THE ROOM WITH PERMISSION FROM MRS. OUTLAND**

IF permission is granted, do the following:

* Take Mrs. Outland’s hall pass with you. DO NOT LEAVE THE ROOM WITHOUT THE HALL PASS. Return the hall pass to its designated area.

**LUNCH SCHEDULE & PROCEDURES**

* Lunch is during third-block each day. We have A Lunch which is from 11:30-12:00.
* At 12:00 students are to return to the classroom. A Tardy bell will ring at 12:05; you must be in the classroom at this time. If you do not return to class after lunch, students will be considered “skipping”. Attendance is taken when the class returns from Lunch. If a student is Tardy, he or she will be marked TARDY!

**PROCEDURE FOR DISMISSAL AT THE END OF CLASS**

1. I DISMISS THE CLASS!! NOT THE BELL! The Bell is a reminder for teachers.
2. Before dismissal all students must be in their assigned seats and the area around his/her desk must be clean. You are responsible for this area.
3. Remain at your seat until I dismiss the class.
4. We do not line up at the door before class dismissal
5. A bell does not dismiss the class. You do not dismiss the class. Outland dismisses the class.
6. Exit the room quietly and calmly.

**ASKING A QUESTION OR MAKING COMMENTS DURING CLASS DISCUSSIONS**

**Relevant** questions and comments are encouraged during class discussions and lectures.

1. Raise your hand.
2. Do not yell out teacher’s name (your request will be ignored if this is done).
3. When recognized, please ask your question or state your comment.
4. Off-topic questions or rude comments will be considered a class disruption and will be treated as such.

**STUDENT BEHAVIOR DURING INSTRUCTION TIME**

When class is in session and I am talking or giving instruction, it is important to listen and pay attention to what I have to say. When I am talking please do the following:

1. Listen carefully
2. Give your full undivided attention—don’t talk to other students.
3. Remain in your seat
4. Be prepared to take notes

**CREATING A HEADING FOR YOUR PAPER**

**EXAMPLE OF HEADING**

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| --- | --- |
| 1. Include the information in the following order:    1. **First Line—Your name (first and last)**    2. **Second Line—Class name and hour**    3. **Third line—Name of the assignment**    4. **Today’s date** | Matthew Cross  DL/B3  Study guide Ch 7  August 16, 2018  Papers with no header will be returned |

**TURNING IN ASSIGNMENTS**

* Make sure all assignments have the correct heading.
* All paper assignments are to be placed in the proper class tray—trays are labeled.
* Digital work will be uploaded online.
* Do not throw your papers on the teacher’s desk; these will not be graded.
* Major assignments and unit tests will be taken directly by the teacher.

**INCOMPLETE ASSIGNMENTS**

* You are expected to complete all assignments to the best of your ability.
* If time is used wisely, most assignments can be completed during class.
* Incomplete assignments will be given back to the student to be finished.

**TURNING IN LATE or MISSING ASSIGNMENTS**

1. You are expected to submit assignments on the due date.
2. **Due dates for assignments will be announced or indicated on the assignment’s rubric.**
3. Points will be deducted for assignments submitted late.
4. Late assignments should be placed in the correct class “Make-Up Work” folder

**RETURNING GRADED ASSIGNMENTS TO STUDENTS**

* 1. Each student has a personal folder located in the SPECIFIC class file box.
  2. Please do not put things in, or take items out, of other students’ personal folder.
  3. Graded assignments and projects will be placed in the student’s personal folder.
  4. Check your personal student folder at the beginning of each class.
  5. File returned papers in your class “notebook”
  6. We keep all graded and ungraded assignments. Don’t discard graded work!

**PROJECTS and Journal CHECKS**

Projects and Journal checks are a large part of this class. Students will be given a limited amount of time in class to work on projects. Some of the work on projects will need to be completed outside of class. The amount of time required will depend on the size and nature of the project.

**HOMEWORK**

If time is used wisely, most assignments can be completed during class. However, if a student doesn’t use the allotted time to complete an assignment, he or she will need to finish the work outside of class.

Some short assignments such as Google Classroom, Turn It In.com, newspaper articles, surveys, questionnaires, and worksheets will occasionally be assigned for students to complete outside of class. Part of major projects will need to be completed outside of the class.

**PROCEDURE FOR RESPONDING TO MY REQUEST FOR ATTENTION**

1. The teacher will stand in front of the class, and loudly say, “Class, I need your attention please.”
2. When students hear the sound for attention, students will do the following:
   1. Eyes on speaker
   2. Quiet
   3. Be still
   4. Hands free
   5. Listen!!! Be ready for instruction

**PROCEDURES FOR WHEN A STUDENT IS ABSENT**

It is important for you to be in class each and every day in order to be successful in school and in this class. If, however, you do have to be absent from school, it is your responsibility to get the missed assignments. I will not remind you to get notes, worksheets, complete bell work or take missed exams. If you are absent it is your responsibility to get the missed work when you return. Please do the following when you return to school:

1. Go online to get a copy of the daily agenda.
2. Check the “Absent Folder” for needed bell work, handouts, etc.
3. Complete the assignments and place in the “Make-up Folder”.
4. Turn in absent work as per school policy.

**IT IS YOUR RESPONSIBILITY TO GET AND COMPLETE MISSING ASSIGNMENTS!**

**COURSE/SYLLABUS CHANGES**

This course syllabus/procedure handout is a work in progress. It is subject to change based on the needs of the students and other school requirements. Any changes in the course schedule, guidelines, procedures, and requirements will be at the discretion of the instructor.

**TO THE STUDENT**

Please read this document carefully. It was developed in order to give you a clearly defined description of the course and teacher expectations. These are the procedures which you need to follow to maximize your time and learning in Mrs. Outland’s class.

I have read and understand these classroom procedures. I understand that I (or my child) is expected to follow these procedures so that time and learning can be maximized in Mrs. Outland’s class.

Student Name (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Block\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_