

Keyboarding Disclosure Statement
Kearns Junior High
Mrs. Blattman (tblattman@graniteschools.org)

To Parents and Student:

OBJECTIVES

Upon completion of this keyboarding course, the student will:

1. Achieve sufficient touch-keyboarding skill to use the computer as a basic educational tool in the preparation of personal and school papers.
2. Know the computer parts and their functions, proper keyboarding techniques, mastery of the alphabetic keys and an introduction to the numeric keys.
3. Students will demonstrate, through written tests and assignments, their ability to operate the computer and perform basic formatting of documents.

EXPECTATIONS

1. Come to class ready to type.
2. Students are expected to show mature respect for their classmates, teacher, and computer equipment.
3. **A GOOD ATTITUDE!** The only homework assigned will be studying for the quizzes. Therefore, I expect 100% of your attention and effort during class.

CLASS FEE

The \$5 computer lab fee covers the use and repair of the software, computers, printers, paper and laser cartridges.

HAND SANITIZER

Hand sanitizer would be a good idea to use after class.

GRADES - WALKAWAYS: “Failure is not an option!”

You will receive a letter grade based upon the participation in activities, assignments, quizzes, and tests in class. Students must complete 70% of their assignments to pass the class. . All I’s must be made up the following quarter.

93 and above = A	83 - 86 = B	73 - 76 = C
90-92 = A-	80 - 82 = B-	70 - 72 = C-
87-89 = B+	77-79 =C+	0 - 69 = F

ATTENDANCE AND TARDIES

Students are expected to attend class and be on time. My tardy policy is the students must be in their seat when the tardy bell rings. Students may make-up work when the absence is excused. Students may use my web page.

<http://www.graniteschools.org/jr/kearns/Staff/Blattman/Keyboarding/> to get any missing assignments.

CLASS RULES:

Be at your assigned computer when the bell stops ringing.

Respect Equipment.

No Food or Drink.

Follow all directions first time they are given.

Log off computer, put your chair under the table, and clean your area when you are done.

Treat the chairs with respect. If you misuse the wheels, you will receive a hard chair to sit in.

CONSEQUENCES AND CITIZENSHIP

Two points are awarded each day for good behavior. The teacher will assign a behavior mark for each rule broken. Each behavior mark will result in the loss of one point for that day. The consequences are as follows:

1. Warning: I will give the student a yellow card that states the following: "Currently your behavior is unacceptable and is interfering with the learning in the classroom. Apparently, you are having a problem being autonomous. It needs to change immediately. A second warning will result in your parents being called to discuss a plan to help you be more self-directed."
2. Parent, Teacher & Student Conference: I will give the student a red card. They will fill out the parents name, home phone, work phone, cell phone, and the best time to reach them. I will speak with the parent and child to come up with a way to help student become more autonomous.

REWARDS

I will reward students for good behavior, participation, and preparedness with BLATTMAN BUCKS. Blattman Bucks can be used to borrow a pencil, late assignment waiver (5), a treat(5), and extra credit (1 point extra credit for each blattman buck)..

CPA GRADE

Tardies and absences are also part of the CPA grade. The attendance policy is outlined in the planner. The student's CPA will be a combination of their class behavior and their attendance.

0 Warnings /0 Red Cards= 4	1 Warning / 0 Red Cards = 3	2 Warnings/ 1 Red Card = 2	3 Warnings = 1	4 Warnings / 2 Red Cards = 0
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Please go over this information together. Feel free to contact me at any time if you have any questions or concerns. I look forward to a great year.

Mrs. Blattman

I have read and understand the Keyboarding Disclosure Statement.

STUDENTS NAME: _____

PARENT/GUARDIAN SIGNATURE _____

Date: _____

STUDENT SIGNATURE _____

Date: _____

Comments: _____
