

7th Grade

Computer Science Discoveries Course Syllabus

Instructor: Coach Anderson

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Room #217

COURSE DESCRIPTION

In this course, students will continue to develop the proper keyboarding skills, complete coursework and earn middle school industry certifications in computing, spreadsheets and communications.

APPLICATIONS

Students will use the following online applications:

- Typing.com - Only to be done in the classroom with teacher
- UCertify - Computing ICT Essentials
- UCertify - Spreadsheets ICT Essentials
- UCertify - Communications ICT Essentials

SUPPLIES

- Wired earbuds or headsets - **a working pair must be kept in backpack everyday**

ASSESSMENT

Students' grades will be determined by using the following categories and percentages:

Practice	--	30%
Performance (Mastery)	--	70%

Grading Scale: A (90-100) B (80-89) C (70-79) D (60-69) F (0-59)

CLASSROOM EXPECTATIONS/RULES

1. Be on time and where you are supposed to be. (Prompt)
2. Be prepared and on task. (Prepared)
3. Ask for what you need. (Positive)
4. Strive for excellence and always do your best. (Productive)
5. Respect the rights, responsibility, and property of others. (Polite)

You are responsible for reading and following the student handbook as well as classroom procedures and classroom rules. When you make a choice that violates classroom and/or school rules, disciplinary consequences will be implemented. Please refer to the following documents found on the tvcs.org website under "Middle School," "Forms/Documents/Newsletters":

- VCMS Student Handbook
- 23 - 24 Classroom Behavior Management Plan

CELL PHONE AND SMARTWATCH POLICY

Cell phones, smart watches and any other communication devices may not be used while on campus. If you feel your child must have one of these electronic devices, it must remain in their backpack, **TURNED OFF** while at school and during Extended Care. Texting and video recording are not permitted anytime during the school day.

Students are not to call, text, or message their family members during the school day. If students need to reach a member of their family, they can use one of the phones in the main office. You can help us enforce this policy by not texting your children and calling or answering their calls during the day.

Students with a device visible and/or using a device anywhere at school will have their device taken for the remainder of the school day. The teacher who takes the phone or smartwatch will turn it into the main office for the parent to pick up, and the student will receive a consequence for their choice.

Coach Anderson's CLASSROOM PROCEDURES:

To complete your assignments by the due date, you need to **pay attention** to the instructions you are given and **use your time wisely**. This requires you to **respect the** classroom rules, classroom procedures, teacher and your classmates.

Student, after each of the following below reviewed in class please initial:

Beginning of class:

1. Place your backpack in the designated area - both student's cell phone and/or smartphone must be turned off and placed inside backpack
2. Sign on to your computer and **silently work** on your Bellringer, EduTyping.
3. Be in your assigned seat with your materials **before** you hear the tardy bell

During class:

1. Follow all the expectations, guidelines, procedures and policies set by the School Handbook.
2. Do not touch anyone else's computer, keyboard or mouse.
3. **Internet access** is only permitted by Coach Anderson's approval. This includes games, music and downloading files.
4. **Work quietly and independently** If you are working in a group, you are expected to keep the noise level appropriate for others to work.
5. **Raise your hand if** you have a question or want to leave your seat. Only talk when the Teacher has acknowledged you to speak.

Dismissal at the end of class:

1. Close all computer applications that you have used and sign out; **DO NOT SHUT DOWN**.
2. Leave your area clean. Put things back when you are finished including papers, the keyboard, mouse, and your chair. **Leave your area better than how you found it.**
3. When the classroom is in order, wait at your desk for the Teacher to dismiss you.

Communication:

- Students, it is very important to **check your school email** multiple times a day.
- Parents, please check **daily** the email you provided VCMS for school messages.
- **Parents may also receive a call from their student to schedule time before or after school to make up work.**

Google Classroom: Students will utilize Google Classroom to access and submit assignments. It

should be checked multiple times a day. **Due dates will be posted in students' Google Classroom under "To-Do" or "View My Work", Google Calendar and my Teacher Connection page calendar located on the school website www.tvcs.org.** Also, if students are absent or find themselves behind, they can access their work at home through Google Classroom. This will give them the opportunity to stay caught up.

Make-up Work: Absent students **must turn in missed work upon returning to school** the number of days missed plus one. To clarify what is an excused absense refer to the VCMS Student Handbook.

Late Work: Assignments turned in **1 day** late will be accepted for a **maximum of 60%** and those turned in late or more days will receive a **zero**. If assigned a week in advance there will be no exceptions.

ADDITIONAL ASSISTANCE:

I am always available to any student or parent requesting additional assistance. The best way to communicate with me is by email. In your email to school staff put "**Student**" in the subject line so your email will reach me through the VCS web filter.

If I need to contact you, I will first try to contact you through email unless you have indicated a preference for phone contact on the return form.

Student's Signature

Student's Printed Name

Parent's Signature

Date

PARENT CONTACT INFORMATION: (Please print)

Parent's name: _____

E-mail: _____

Phone #: _____

Best time of day to be contacted by phone: _____

Parent's name: _____

E-mail: _____

Phone #: _____

Best time of day to be contacted by phone: _____

Check the preferred method of communication:

- Phone
- E-mail

Check the preferred method of communication:

- Phone
- E-mail

ELECTRONIC SIGNATURE PAGE

I have read and understand the classroom rules, classroom procedures, and consequences for the 7th grade *Computer Science Discoveries* course and I will do my best each day to abide by them.

Please view the Electronic Signature Page posted on the student's Google Classroom using the student assigned Chromebook.

***** PLEASE SIGN AND RETURN THIS ELECTRONIC SIGNATURE PAGE BY Friday, January 12th, 2024*****