

IT Technology Program

Mrs. Drake (drakegd@pwcs.edu)

“No Child Left Unchallenged”

Class Procedures/Policies

Opening Comments

- I find the subject of Information Technology very exciting. I have loved my entire career in technology. I plan to use my knowledge base and love of IT to deliver the best courses that I can and to engage you the student in Information Technology.
- Life’s experiences make it very clear that pleasant situations are welcoming, and pleasant environments lend themselves to a good learning environment. I will be as pleasant as I can with each of you.
- As a class, we will find what structure will serve the learning environment for us best. I like to see students engaged. I do not like a person off topic.

Classroom Procedures

- 50% RULE. If you use a computer in ANY way other than to specifically complete an assignment for this class or as approved by the teacher, you will earn ONLY 50% of your grade for the day.
- If you need to leave the room or get up in the room (restroom, office, clinic, pencil sharpener, etc) make every attempt to do so during a time of class that is not lecture time.
- Due to the nature of the classroom (with the presence of computers and equipment), please do not drink, eat or chew gum anywhere near a computer. Clean up after yourself.
- Discussions should pertain to material in the class.
- Please try to raise your hand to speak. When you are speaking, as a class, we will listen to you, and NOT talk when you are talking.
- At the end of class, I will dismiss the class, not the school bell. This procedure is implemented to be sure each student understands the final comments made in class. As a class, we will work toward a process by which we finish prior to the bell and not after. This will require cooperation from all parties.
- At the end of class, if you have an unanswered question or did not understand a portion of the lecture, leave your question or comment on my desk (written form), or email me (drakegd@pwcs.edu) and I will be sure to cover it in the next class.
- Turn off your computer at the end of every class period. Push your chair in and clean the area around you. Lack of doing this, will result in a reduced grade for the day.

DO NOT:

- Do NOT install anything on a computer without direct permission from me. This includes any internet related material, games, and background images.
- Do NOT change any settings on your computer, or change any software configuration without my direct permission.
- Do NOT use ANY instant messenger. The FEDERAL government has passed a bill that forbids “Social WebSites” in schools and libraries. We do not want this school, or yourself to address the negative issues association.
- I will be VERY strict this year regarding computer usage !!
- DO... completely respect every individual that enters our classroom.

Tardiness and Missed Class:

- If you are tardy, sign the tardy log. To be present in class, your entire body must be inside the classroom.
- If you miss a class, speak to a class mate on what you missed. If there were any handouts, look in the “Missed Class” folder for the papers that you need.