



Mrs. Bader

Intro To Computers

HOW TO CONTACT ME

✉ Lisa_bader@chino.k12.ca.us

☎ (909) 628 – 1201 EXT 7025

💻 <http://www.chino.k12.ca.us/Domain/1919>

SUGGESTED CLASS MATERIALS

- ✓ 3" 3-ring Binder
- ✓ Agenda
- ✓ Zipper Pouch
- ✓ 2-Pencils/Eraser
- ✓ 2 Blue/Black Pens
- ✓ 2 Red Pens
- ✓ Highlighters
- ✓ College Ruled Paper
- ✓ Subject Dividers
- ✓ Headphones



COURSE DESCRIPTION:

This course is designed to introduce students to the many uses of computers. Students will have the opportunity to develop multiple computer skills.

Course Goals:

Upon successful completion of this course, students will demonstrate knowledge in the following areas:

1. Understand the basic components and operation of a computer.
2. Display competency in Digital Safety and Literacy
3. Display competency in various Google Classroom applications.

CLASS GUIDELINES:

Students will maintain a respectful and positive attitude toward the teacher and classmates.

- **Be Prepared** – seated on time with appropriate materials
- **Be Positive** – ready to learn and think for yourself
- **Be Attentive** – participate by listening and staying on task
- **Be Responsible** – for your assignments and your actions
- **Be Respectful** – of yourself, your peers, and of me, your teacher
- **Be Safe** – participate in class activities with safety and instructions in mind



Panther Perks Incentive System

- Panther Perk Student recognition is used for junior high students.
- Students are recognized for following Schoolwide Expectations which include being responsible, respectful, and safe. Students caught being respectful, responsible, and safe, will be rewarded with Panther Perks throughout the day.
- These Perks can later be redeemed for raffle prizes.

The PBIS system will be used in my classroom:

Positive Behavior Intervention Support (PBIS) at Briggs is designed to ensure that each student has the opportunity to learn in a safe and secure environment.

Students not following these expectations, will have behavior documented on Incident Logs. Teachers follow up with parents within 24-48 hours after the incident occurs and is recorded on the log. If a student accumulates 4 Incident Logs, a Minor Incident referral form and the logs will be given to an Administrator. From there, Administration follows progressive discipline and will communicate with the teacher and parent within 24 hours.

Consequences



* If I am ever absent, and a substitute teacher gives a poor report regarding a student's behavior, the student will automatically receive a one 30 minute detention.

HOMework & MAKE UP POLICY

****Attendance is extremely important. Almost all work is done in class. When a student is absent, they miss their class time to complete important assignments.****

- ✓ All assignments are to be completed and turned in on time for FULL credit. Late work may be accepted, but given a lower grade.
- ✓ Any student with an Excused Absence will be given as many days as were absent to turn in missed assignments for FULL credit.
- ✓ If a student misses a TEST, they must make arrangements with me to take the test during lunch or after school. They will have 1 week after their return to make-up a test!!

* Printer and Internet issues are not an excuse for late work. Please make accommodations ahead of time. *Note: Students have access to technology in the library and in the computer lab.*

An average of 60-90 minutes of daily homework in total for all classes is expected, and this does not include an additional 30 minutes of required reading. (Per Board Policy #6154).

WARNING

GRADING POLICY

Course Content	Work Habits/Effort/ Behavior
A Advanced 90-100%	O Outstanding
B Proficient 80-89%	S Satisfactory
C Basic 70-79%	N Needs Improvement
D Below Basic 60-69%	U Unsatisfactory
F Far Below Basic 0-59%	

- Parents and students are strongly encouraged to check the **Aeries Parent Portal** on a *weekly* basis to view the most current grades for EVERY class.
- Please have an updated e-mail address on file with the office.
- Per district policy, a GPA of 2.0 or greater is required to participate in extracurricular activities. This includes athletics, dances, and promotion activities. The most recent reported school-issued grade of progress will determine GPA every 6 weeks.*

TECHNOLOGY

We will be using devices in the classroom for research purposes only. Any personal use is strictly prohibited (texting & social media). Students are expected to abide by all school and district digital safety rules and guidelines. Inappropriate use of technology will result in progressive disciplinary measures as outlined in the Briggs Student Handbook.



SPIRIT DAYS: • The last Friday of the month is Spirit day. Students wear college or Briggs shirts.

• Each month Briggs will focus on a character theme as we as a school continue to focus on improvement and excellence in school climate and culture.

August – Citizenship **September** – Cooperation **October** – Commitment
November – Integrity **December** – Compassion **January** – Respect
February – Confidence **March** – Self-Control **April** – Team-Spirit **May** -- Perseverance

ACADEMIC DISHONESTY

Cheating, which includes: using notes or textbook when not allowed, copying someone else’s work, allowing someone else to copy your work, taking credit/handing in someone else’s work- including, but not limited to on-line resources and other reference materials (plagiarism), etc.

First Offense: A grade of zero for the assignment, **two** 1- hour after school detention and an “N” in citizenship for that class/subject during which the infraction occurs

Second Offense: will result in a “U” in citizenship for that class/subject and further disciplinary actions. **See Student Handbook.**

COMMUNICATION

Student success requires effective Parent-Student-Teacher communication. Best communication practices are:

1. Student addresses concern at school (before school/after school)
2. Student emails teacher: Lisa_Bader@chino.k12.ca.us
3. Parent requests meeting regarding concerns 909-628-1201 EXT 7025 (Parent/Student/Teacher present).

PBL & Participation

Participation is a major component of the students’ grade for **project based learning (PBL)**.

Note: In most cases the majority of project work will be done in class. However, in the case that the project was not completed in class it is the responsibility of each member to ensure all work is complete.

Projects	PBL
Can be done alone	Requires collaboration and teacher facilitation
About the product	About the process
Teacher-directed	Student-directed
Products are submitted to the teacher	Projects are presented to an authentic audience
Lack real-world relevance	Based in real-world experiences or problems
Occur after the “real” learning	Real learning occurs through the project

Please complete the following and return this page to Mrs. Bader

Student's Name: _____ Period: _____

Student's cell Ph.# _____

Parent/Guardian Names: _____

Student lives with: _____

Address: _____

Parent/Guardian ph# _____ Best time to Reach: _____

Parent/Guardian's Email Address: _____

Is there anything that you would like me to know about your son/daughter? *This will remain confidential*

Please Explain:

I acknowledge that I have read and understand all expectations of this class:

Parent/Guardian Signature

Date