

Please read over and sign with your parents/ guardians. Keep this paper in your binder until the end of the **SEMESTER.**

****Please return the signature sheet by Wednesday, September 15th.**



September 2021

Greetings Parents/ Guardians,

Your student has been enrolled in **App Creators** (Computer Applications and Introduction to Coding) for second semester as one of their electives. In App Creators, students will use MIT App Inventor to learn more about Coding and the Microsoft Office Suite to get more comfortable with Word, PowerPoint and Excel. Students at beginning, intermediate and advanced levels of computer background are expected to work on challenging tasks in topics including:

1. *Coding Basics and App Creation*
2. *Internet Safety*
3. *File Management and Computer Fundamentals*
4. *Microsoft Office Suite (Word, PowerPoint, Excel and OneNote)*
5. *Basic Keyboarding*

During the semester, we use Project Lead the Way's – App Creator curriculum to work towards designing and creating an app that students come up with. Students will work with a partner to Paired Programming, where they will switch roles during the class period to complete the day's task. The class will also go over the basics of Word, PowerPoint, and Excel as they research a career in the technology industry. Keyboarding is used as a daily entry task and there will be typing assessments throughout the semester.

****Students will be working with Office 2016 and using their Office 365 account. Students are able to access these programs through their Office 365 Login Account from an internet connection ANYWHERE.**

You are able to **INSTALL Office 365 Education**, which includes Word, Excel, PowerPoint and Teams for **NO COST** onto a computer, tablet, or smart phone by having your student login to their Office 365 email account at <https://login.microsoftonline.com>.

For Your Information

GRADING SCALE									
A	93-100%	B+	87-89%	C+	77-79%	D+	67-69%	F	Below 60%
A-	90-92%	B	83-86%	C	73-76%	D	60-66%		
		B-	80-82%	C-	70-72%				

CLASS EXPECTATIONS and PAPERWORK

-Students in Computer Apps are expected to be on time, prepared to learn, and be able to work cooperatively in pairs. All expectations outlined in the Garry Middle School Planner apply in this class. In our class, we're lucky to use a wide variety of technology which is to be used in an appropriate manner.

-Paperwork: The *Acceptable Use Policy* outlines the expectations for your student when working on the computer. Please read over and sign this policy with your student and return it to class by **Wednesday, September 15th.**

THE BASIC RULES FOR OUR CLASSROOM

-The basic expectations for our classroom are as follows.

1. We treat other people and equipment with respect.
2. We listen quietly during directions.
3. We do not eat or drink in the computer lab or when handling equipment, unless the treat came from Mrs. McHenry.
4. We are respectful of other people's ideas and opinions.
5. We cooperate in our groups and use our time wisely.
6. We keep our cell phones and earphones on silent and in our backpacks during class.
7. We keep our hands and feet to ourselves.

ABSENCES, TARDIES and MAKE-UP WORK

-Absences: Our class uses **Microsoft Teams** for all assignments and handouts. Students can look in Teams to see the agenda for the week. When possible, students need to complete work from days when they are gone at home on their student laptop. Students are also able to access Microsoft Teams and MIT App Inventor using an internet connection on most devices. Whenever possible, students need to let me know in advance when they will be gone for multiple days.

-Make-Up Work: Your student is responsible for collecting any homework or in class assignments that they may have missed if they were absent. All assignments can be re-submitted. **(First Quarter ends Friday, November 5th.)**

-Tardies: The school wide expectation is that your student is **in the classroom space** when the bell rings, otherwise they will be marked tardy unless they have a note from a teacher.

MATERIALS and HOMEWORK

-Materials: Students must bring a **pen or pencil, binder with paper, and their planners to class each day.** (*Students should also have their school laptop and charging cable with them as well.*)

-Homework will be given periodically and may require a computer.

ELECTRONICS

-Please help stress the importance of school being a place to learn with your student and encourage them to leave their cell phone at home or turned off during the day. Too much class time is getting wasted when students are trying to be on their phone and they get distracted by playing games or going on social media sites. It often becomes an issue when students are asked to put away their phone and refuse saying "it's my parent."

-If your student's phone becomes an issue they will call, text, or bring home an Alert form and I will also fill out the Behavior referral form.

FOOD AND DRINK

-Only WATER bottles (containing water) are allowed in the room.

-No candy or food is allowed in the classroom.

CONTACT INFORMATION

I only work part time and teach periods **1, 2, and 3.** Email is the best way to get in contact with me.

Email: marybethm@spokaneschools.org

Phone: 354-5141 (goes automatically to voicemail)

***If you need to talk to your student immediately, please call the office instead of texting or calling their phone.**
The office number is **354-5200** and they will override my voicemail so that you can talk to your student.

App Creators “My Student, What you should know”

- We have read over and discussed the class letter and understand the expectations that students will be expected to follow.
- If my student has a cell phone, we have discussed that it should NOT be out during class.

Student name (PRINTED)

Parent/ Guardian name (PRINTED)

Student Signature

Date

Parent/ Guardian Signature

Date

- I have email that I **use and check**.

E-mail: _____

- I don't have email that I use and check.

- Best phone number to reach me at between 8:50 am and 2:00 pm is:

- I would prefer to be contacted by text message

Please circle the best way to get in touch with you during the school day:

EMAIL

CELL PHONE

WORK PHONE

HOME PHONE

Please write down THREE things that you believe are your student's strengths in school:

Please write down TWO things that you hope your student improves at this year in school:

Please write down anything that you think I should know about your student so that they are successful at school and in my class. Feel free to include information about what has helped your student in the past be successful.
