



Principals of Technology II

9-12 Grade

Carol Morgan School ~ Santo Domingo, Dominican Republic

Jennifer Norman ~ High School Technology Facilitator

Room 2013

Email ~ jnorman@cms.edu.do

[Webpage](#)

“Survival Rules” aka Polices and Procedures

1. Expectations of Miss Norman
 - **Teach** students how to learn for themselves, guide students to seek information
 - **Report** student absences and tardies according to school policy
 - **Evaluate** the progress of students based on their individual differences
 - **Be available** for individual assistance during Enrichment.
 - **Enforce and create** a TRIBES based classroom environment
 - **Remove** students who interfere with the learning environment of other students.
 - **Keep parents informed** of positive and negative progress.
2. **Materials for class**
 - a. Each student is required to sign the **Network Agreement** and follow the rules set forth by Carol Morgan School network usage. The use of the software, computers, and internet are a privilege to use at Carol Morgan and network accounts can be suspended for failure to follow these rules.
 - b. Students will have a network space to save work but also required to have a USB (aka memory stick) may want to have a memory stick, and ear bugs (bring your own!!!).
3. **Homework policy**

Homework will be assigned and is expected to be turned in on the due date.
4. **Late Work Policy**

Students are responsible for knowing the due dates on assignments. Late assignments will automatically be deducted 10% each day that it is late. Please note that this is EACH day, not each class meeting day.
5. **Makeup work policy**
 - a. Those students with excused absences will be given one day for each day absent to make up the work. Unexcused absences will receive a zero.
 - b. All assignments are on the class web page.
6. **Major projects**

This is a project-based class which translates to “there are many projects in this class”. There will be one major final Power Point Portfolio Project that will be developed over the course of the semester. The final presentation and project will be due at the end of the semester.

7. **Restrooms**



There are no restrooms in the Computer Lab, so take care of your business before school, in between classes, lunch, or after school, as stated in your student handbook.

8. **Quality Assignments**

All assignments will contain a complete block heading

First and last name

Teacher's name

Class and period

Date

9. **Printing**

Thousands of paper is wasted each day due to printing mistakes. For that reason, we will maintain a paperless environment as much as possible. Please purchase a copy card from the bookstore. In this class, print only when permission is granted. You will print once, and live with what you have printed. Double and triple check your work thoroughly before you ask to print.

10. **Be There, Be Ready ~ What Does This Look Like????**

- c. Go to your assigned seat and place your bag under your monitor by your feet.
- d. Login to the computer
- e. Open and begin keyboarding.
- f. Check the classroom website.

11. **Things Computers Don't Like**

No food, gum, candy, breath mints, cough drops, or drinks are allowed in this classroom.

Bottled water is NOT okay next to the computer. This is not a beauty parlor and computers do not like it when ladies (and men) apply makeup or lipstick (and lip gloss) in class.

12. **Live By and Love "TRIBES" ~ this is a process that maximizes learning and human development**

- 1. Attentive Listening
- 2. Appreciations/No Put Downs
- 3. Right to Pass + Right to Participate
- 4. Mutual Respect
- 5. Personal Best

13. **Don't Be Tardy!**

1st – 3rd Tardy ~ Warning

4th and 5th Tardy ~ Lunch Detention, emails to office and parents

6th or more ~ Student sent to the office to receive a pass from principal prior to being admitted to class. After school detention will be assigned. This may result in **zero** credit for the period.

Each tardy will result in 10 points deducted from participation grade.