**Memo**

TO:Information and Communications Technology Students & Parents/Guardians  
FROM: Sheila Olive, Business Technology Teacher  
DATE: August 15, 2016

SUBJECT: Class Policies & Procedures

Welcome back to NJHS for the 2016-2017 school year. I hope you are excited and eager to get started! As a student in one of my classes, you are expected to follow the procedures listed below. Additional information about tardies, absences, and make-up work is also provided. After reading, please sign and return the bottom half of the second page.

**Class Supplies**

* Pencils/Pens and Notebook Paper
* 1 Ream of White Printer Paper (This will be used for student work that needs to be printed.)
* 1 Box of Tissues (optional, but much needed for the classes)
* One Flash Drive (optional, but extremely helpful as a way to “back up” student’s work)

**Class Rules**

* Be in your assigned seat or location when the tardy bell rings.
* Bring computer, pencil, paper, & completed assignments every day.
* Keep hands, feet, books, and all objects to yourself.
* No swearing, rude gestures, cruel teasing, or put downs.
* Follow my instructions.
* You are responsible for the care of this classroom—do your part to keep it a clean and healthy place.

**Attendance & Tardy Policies**The Nettleton Junior High School policies for attendance and tardies will be followed in this class. Please refer to the policy book for a complete explanation.

**Makeup Work**It is the student's responsibility to ask about and get any work that is missed. This should be done immediately upon returning to school. There will be a time limit for makeup work—refer to the policy book for a complete explanation. If the absence is known about in advance, makeup work should be planned for in advance also.

**Reminders:**

If you would like to receive reminder text messages, send the message @ict-2016 to 81010. This text will add you to my Information and Communication Technology Remind account and whenever I send text message reminders, you should receive them.

**Computer Use Rules**

Each student must have returned the NJHS computer use form to enroll in this course. In addition to those rules, the following procedures are required for the business/technology classes.

* Check computer use sign each day.
* No games are to be played on computers during class time.
* No music unless permission is given (every time).
* Only earbuds are allowed for class and only one may be in ear.
* Courtesy mode is required when teacher is talking or presenting (unless directed otherwise).
* No food or drink in class.

Internet use will **NOT** be allowed without prior permission from the teacher (with the exception being for class projects) each time. This includes, but is not limited to, checking email, instant messaging, Internet games, research for other classes, surfing, listening to music, or any other purpose.   
  
Care of equipment is the responsibility of the students. Students are expected to take care of all equipment and to use in a respectful manner.  
  
Violations of the computer use policies and procedures will result in consequences to the student. Depending on the severity and frequency of the violations, the consequences will range from a verbal reprimand to detentions to removal from the class with an F.

By signing below, I agree that I have read, understand, and agree to follow the above procedures and policies in Ms. Olive’s classroom. I have also checked whether I would like to receive text message reminders or emails concerning my child. I provided the cell number/email address if I want to receive messages.

\_\_\_\_\_Yes, please text me. \_\_\_\_\_Yes, please text me.

\_\_\_\_\_ No, I do NOT want to receive texts. \_\_\_\_\_ No, I do NOT want to receive texts.

\_\_\_\_\_Yes, please email me. \_\_\_\_\_Yes, please email me.

\_\_\_\_\_ No, I do NOT want to email messages. \_\_\_\_\_ No, I do NOT want to email messages.

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Student’s Signature Parent’s Signature

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Student’s E-mail/Cell Phone Parent’s E-mail/Cell Phone

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Student’s Printed Name Date