

Last Name _____	Grade _____
First Name _____	Period _____
Neighborhood _____	Homeroom Teacher _____
Student E-Mail _____	
Parent/Guardian E-Mail _____	

## Welcome Students and Parent/Guardians to TLC

<http://stollertlc.org>

### Parent/Guardians and students,

I am looking forward to working with both you and your parent/guardians this trimester. Please take a few minutes to complete the survey below. Also, I ask that you look over the rules and guidelines with your child and sign the back of this document varifying your acceptance and acknowledgement of these rules. Feel free to email me if you have questions or stop by the classroom and see what we're doing.

Return this form signed by you and your parents/guardians by **Friday, March. 21, 2008.**

*Mr. Wickham*

*john\_wickham@beavton.k12.or.us*

### Technology Interest Survey:

Directions: Please spend a few minutes to complete this survey. I will use this information along with district guidelines to help me individualize instruction for your son/daughter this year. Your involvement is greatly appreciated.

**Rank the following skills by level of importance for what you feel should be taught in the TLC classroom. Use a scale of 1-5, with 5 being the highest of importance and 1 being the lowest level of importance.**

- |  |  |
|--|--|
| <input type="checkbox"/> Basic understanding of how computers work     | <input type="checkbox"/> Computer Programming                |
| <input type="checkbox"/> Basic computer use                            | <input type="checkbox"/> Internet skills                     |
| <input type="checkbox"/> Keyboarding/Typing skills                     | <input type="checkbox"/> Web publishing                      |
| <input type="checkbox"/> Word processing/Writing                       | <input type="checkbox"/> CD-ROM and Multimedia use           |
| <input type="checkbox"/> Researching information                       | <input type="checkbox"/> Ethical concerns in using computers |
| <input type="checkbox"/> Organizing information (graphs, charts, etc.) | <input type="checkbox"/> Computer Assisted Drafting (CAD)    |
| <input type="checkbox"/> Desktop publishing, Graphics, Layout          | <input type="checkbox"/> Interactive Video Presentations     |
|  | <input type="checkbox"/> Other _____                         |

# TLC Rules

## • Computers and other TLC equipment is for educational use only.

- Be in your seat prepared to work at the beginning of the period.
- Food, candy, gum and beverages are not permitted in TLC.
- Students are to work at assigned computers.
- Do not interfere with the learning of other students or touch other workstation equipment.
- Checked out equipment is to be used only by you and your assigned partners.
- Quiet talking with your partner is allowed when the instructor is not addressing the entire class.
- Horseplay, running or other unsafe actions will not be tolerated.
- Before leaving the room, you must have your hall pass sheet signed by the instructor.
- Internet surfing or (educational) game playing is allowed only when given permission by the instructor.
- Downloading is allowed only from your Eaccess account. No other downloading is permitted unless you are given permission from the instructor.
- Personal email use or updating of personal webspace or websites is not allowed during class.
- Students are to use only “kid-friendly” internet search engines such as yahooigans.com.
- Deliberate and/or repeated visits to unauthorized internet sites is prohibited.

## Help Procedure

- Reread the instructions.
- Ask for assistance from the person sitting next to you.
- Read the instructions again. This time reading back a few steps or forward a few steps.
- Access the help files from the program you're using.
- Stay in your seat. Raise your hand. Please wait patiently, the instructor will come help you as soon as possible. You may read a book or magazine as you wait.
- **Ask for instructor assistance immediately if your computer is frozen or it's an emergency situation.**

## Grading Policy

- Assignments = 50-150 points. Most assignments are worth 10-20 points.
- Keyboarding = 20-100 points. This score will be based on improvement and accuracy.
- Participation = 50-80 points. This includes being prepared for class with the correct materials. Working in class on the assigned daily work. Cooperating and working with others in the room. Joining in discussions. Staying focused on your work and not distracting others from their work.
- Quizzes and Tests = 10-50 points.
- Absences and Late work: Most assignments are not accepted late, except for excused absences. Missed assignments, checks, quizzes and/or tests must be made up outside of class time, usually before school or during the lunch period. Check the Web site and then see the instructor if necessary to set up a date and time for make ups.
- Extra Credit is given occasionally. Check the Daily Work on the web site for postings.
- Grades will be posted on password secured pages on the website at midterm and before the end of the trimester.

**Students are expected to follow the TLC Rules, which states that students are to use the class equipment responsibly and for educational purposes only. Equipment privileges may be taken away if rules/safety policies are not followed. Students may be responsible for replacement of lost or broken equipment due to irresponsible usage.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

*The TLC/Keyboarding Classrooms are open for visits either before, during or after class. Just sign in with the office before coming up .*

*Thanks for taking time to fill out this form. If you have any questions or concerns please e-mail me at :*

*john\_wickham@beavton.k12.or.us or call my voicemail 503.259.6469*