

Digital Applications
Course Expectations
Mrs. Ramaekers, Instructor

Course Outline

Microsoft Office: Word, Excel, PowerPoint, Access
Keyboarding Work-Timed Writings/Drills
College and Career Readiness

Supplies Needed for Class

1. View Binder: View binders have clear cover pockets for creating custom binder covers. Slide a printout of the front page of a report or a piece of original artwork into the sleeve and make a clear view binder instantly identifiable. You will use this binder to begin creating your portfolio.
2. 20 sheet protectors for view binder-To protect your work in your portfolio. You may need more depending on the number of items in your portfolio.
3. Folder
4. Pen/Pencils
5. Earbuds
6. Kleenex

Grading

- 60%: Tests, Quizzes, Projects
- 40%: Classwork, Homework, etc.

Technology:

Students are not allowed to have cell phones, earbuds, or any other form of technology on them during class. If a device is visible during class, the student will be asked to put the device in the cell phone holder as they enter the room every day. Eden School is NOT responsible for securing cell phones or other technology.

Late Policy:

Classwork assignments will ONLY be accepted one day late with a penalty of 50%.
Projects will ONLY be accepted up to three days late with a loss of 10% each day.

Grades will be posted on a regular basis. **If there are any discrepancies, please have your son/daughter see me.**

Substitutes

It is very difficult for substitutes to walk into any classroom and take over for the day. Therefore, any reported discipline problems will be “written up” and reported to the appropriate administrator.

Respect

Students are expected to be respectful of each other as well as the instructor. Inappropriate language is not tolerated in the work place and will not be tolerated in this classroom.

Agendas

All students will be required to have their agenda book in class. A student will not be allowed into class late or be allowed to leave class without an agenda pass. Pages should not be torn out of the agenda book. It should be used as a valuable record of assignments and passes.

Vacations

If your son/daughter is going to miss school due to a vacation, work will be collected and given upon his/her return to school.

Excused Absences

If a student has a music lesson, field trip, or any excused absence, please notify me before class. Students will be responsible to write down classwork and homework. All work is expected to be complete for the next class day. Homework that is not complete for the next class day is considered late.

Teacher Availability

I am available after school until 2:40 p.m. Please check with me to verify I have no conflicts with meetings and/or appointments.

Hats:

Hats are not allowed in the classroom.

Cheating:

All parties involved in cheating will receive a 0 and must complete a similar assignment for no credit. A discipline referral form will be completed and given to administration.

Questions or Concerns

If you have any questions or concerns, please feel free to contact me at JRamaekers@edencsd.org.

**PLEASE REFER TO THE STUDENT HANDBOOK FOR
SCHOOL RULES & POLICIES.**

Digital Applications
Mrs. Ramaekers

I have read and understand the expectations for Eden High School.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Daytime Phone Number: _____

Parent's E-mail Address: _____

College Credit Option-Information will be distributed in January. Please complete if you are interested in the college credit option. See ECC Course Expectations. By signing below, you are not committing this program.

I have read and understand the expectations for SUNY Erie. Please complete this section if you are enrolled in the Advanced Studies Program.

IMPORTANT: Once enrolled in this course, you must pay the tuition. There are no fee waivers for this course.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

***Please note the difference in the Cheating and Plagiarism section.**