



8th Grade Technology Literacy Policies & Procedures Mrs. Meyer – Library



Welcome to Technology Literacy! Tech. Lit. is a semester-long class that covers a wide range of computer applications. The curriculum is based on the academic content standards for 8th grade, but is tailored to meet the specific technology needs of the students. Below are the rules and regulations you can expect to see in my classroom. If you have any questions or concerns, please contact me by email at: m_meyer@lancaster.k12.oh.us, or call the school at 687-7344 x7484.

Grades: You can expect to see in-class activities, projects, quizzes and tests in our class. Homework will be assigned on an as-needed basis, and will typically be project-based. Tests and quizzes will be announced at least 4 days in advance.

Absences: If you are absent, it is **YOUR** responsibility to see Mrs. Meyer for missed assignments. In addition, it is your responsibility to copy any class notes and schedule a time to make up any tests or quizzes you may have missed.

Missing Work: Each student will receive a Progress Book login, and is responsible for checking grades weekly. If a student has missing work, it is his/her duty to complete it as soon as possible. A student with three or more missing assignments will be issued a detention.

Online Classroom: I will be using the class website to post assignments, reminders, and class documents. To view our class website, scan the QR code at the top, or type the following URL into your browser: <http://tinyurl.com/shermantechlit>. In addition, students will be interacting in an online environment using Google Drive.

Bathroom Breaks: Students should use the restroom between classes. In case of emergency, students will need a hall pass from the teacher. Only three hall passes will be allowed per quarter.

Behavior Marks: If a student does not follow directions, he or she will be asked to initial next to their name on a class roster. Three initials will result in an after-school detention.

Class Materials: Students are expected to bring the following supplies to class EVERYDAY:

- 1) Pen or pencil
- 2) A single-subject notebook
- 3) Folder

Please let me know if you have any questions or concerns about the class materials.

Contact Information – 8th Grade Technology Literacy

Student Name: _____

Primary Contact Information

Name: _____

Email: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Best way to contact during the school day: _____

Best way to contact after school: _____

Secondary Contact Information

Name: _____

Email: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Best way to contact during the school day: _____

Best way to contact after school: _____

Comments/Concerns/Things I should know:

***I have read and reviewed the Policies & Procedures with my son/daughter:**

_____ (Parent Signature)