



7<sup>th</sup> Grade Introduction to Office Productivity  
Kennedy Middle School  
2018-2019

Teacher: Mrs. Alison Zorrilla  
E-mail: [alisonl.zorrilla@cms.k12.nc.us](mailto:alisonl.zorrilla@cms.k12.nc.us)  
Website: [mrszorrilla.weebly.com](http://mrszorrilla.weebly.com)  
Phone: 980-343-5540

**Course Description:**

This course is comprised of a series of instructional modules designed to provide project-based instruction in computer concepts and software applications. The four modules covered are advanced word processing, spreadsheets - basic and formulas, and presentation basics and techniques.

**Teacher/Parent Communication**

Communication initiated by both the parents and teacher is essential for a student's academic and behavioral success. If academic or behavioral problems occur, I will communicate my concerns via e-mail first and then telephone. I may be reached 980-343-5540 or by e-mail at [alisonl.zorrilla@cms.k12.nc.us](mailto:alisonl.zorrilla@cms.k12.nc.us).

**Course Materials**

- Composition/Spiral Notebook
- Headphones/earbuds
- Pencil/Pen
- USB flash drive will be helpful to save work when our network goes down (optional)
- Mouse (optional)

**Grading Scheme:**

Formal Assessments.....65%

Informal Assessments.....35%

The teacher will conduct frequent and ongoing evaluations of student's class work. Tests, quizzes, and written assignments will be used to determine the student's grade. Make-up work is the student's responsibility. Assignments will be provided for all excused absences. Students will be provided the opportunity to retake formal assessments below 80%. It will be the student's responsibility to notify me at least 2 days in advance of coming in to retake the assessment.

**Homework:**

Because computer utilization is required for most class work, homework will be limited to unfinished classwork. When possible, students will be asked to gather information for projects and reports that may be required. Studying for tests will be the only necessary work at home.

**Classroom Procedures and Expectations**

Students are expected to follow class and school guidelines for behavior.

Classroom rules are as follows:

- Be on time
- Students will not be permitted to have their book bags with them at their seats during class. This means that they must gather their materials from their book bags before class begins
- Enter quietly and sit in your assigned seat
- Respect others and their belongings
- **No food, drink, or gum allowed**
- Do not damage equipment, if something is not working it is the student's responsibility to let me know
- Work only on the computer assigned to you
- Workstation must be cleaned and materials returned to proper places before being dismissed
- No electronic items (cell phones, iPods and the like should be turned OFF and put AWAY) - If I see it I take
- Take personal responsibility for your attitude, your behavior and your progress

**Behavior issues:**

Behavioral issues or failure to follow rules will result in the following consequences:

1. Verbal warning
2. Parent/Guardian notification if behavior continues
3. Detention - Detention must be served on the **Wednesday (4:15 PM - 5:00 PM)** after the detention notice is received. Parents/Guardians will sign the notice and the student will bring it to detention. If the detention form is not signed and brought to detention, the student will not be permitted to serve detention, and will be referred to his/her grade level administrator.

**Extra Help Sessions**

Students will have the opportunity to come in and receive extra help or to work on missing assignments on Wednesday afternoons from 4:15 PM - 5:00 PM. Advanced notice would be greatly appreciated.

**Absences:**

Any time you are absent you will have two school days after you return to make up any missed homework or missed in-class work for full credit. It is *your responsibility*, not mine, to make sure that you find out what the missing work is and that I check your missed work for you within this time frame. (i.e. If you return on a Tuesday, I need to see the assignment by Friday; If you return on a Wednesday, I need to see the assignment by Monday, etc.)

**Parent/Guardians** can use Parent Power School to view your child’s academic progress. I will be using Canvas this year for assignments and tests. Please visit my website [mrszorrilla.weebly.com](http://mrszorrilla.weebly.com) for details on how to sign-up for parent access to your child’s canvas classes and Remind 101. Feel free to schedule a parent/teacher conference with your child’s school counselor if you have further questions regarding Parent Power School website.

By signing this you are acknowledging that you have read the syllabus, that you are aware of the outline of our curriculum and student expectations.

Student Signature	Parent Signature	Date
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Print Student Name	Print Parent Names
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Parent Phone - Home	Parent E-mail (please print clearly)
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Parent Phone - Cell	Home Language: English _____ Spanish _____ Other _____
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**Parent/Guardian comments:**

My Favorite Cookie is: \_\_\_\_\_