Digital Literacy/Computer Concepts Classroom Management Plan

Room 130
Miss. Hazel
mhazel@shawneedistrict84.com
618.833.5307

Course Description

During the fall semester, we'll tackle Typing and Digital Literacy. We'll be using Typing.com during this class to learn proper typing techniques and build on those skills. We'll also cover digital literacy learning and discussing topics such as AI, Facial Recognition, Social Media (what to share and how to use it safely), and online/social relationships.

During the spring semester, we'll take on computer concepts learning all about the Microsoft Office Suite. This includes Word, PowerPoint, Excel and Outlook.

Classroom Expectations

In order to have success, students must be willing to listen, participate and ask questions. A good portion of this class will take place on the classroom computers and students must stay on task and follow all instructions given. During the typing portion of the class, weekly practice must be completed as part of their grade and ample time will be given in the classroom but it will be the students responsibility to manage their time in order to complete all the practice minutes required.

When entering the classroom, be respectful, make eye contact and offer a greeting (hello, good morning, etc.). It's good practice for everyday life.

Class Rules

Follow the Shawnee District Handbook guidelines. I also ask that all students:

- Be on time
- Come to class prepared
- Participate in class and add to class discussions
- Speak respectfully to everyone
- **No food in the classroom or around the equipment**
- No writing on tables, mouse pads, chairs or equipment
- Do not mess with computer cables or the brightness of the monitors.
- Do not spin monitors to show your neighbor something.
- Act responsibly when using class equipment.
- Work to complete all practice times each week
- Ask questions
- Work hard and have fun

Cell Phone Policy

Please adhere to the cell phone policy in the Student Handbook. I do not want to be the cell phone police, but will write up anyone violating the policy.

Class Pass

If a student finds it necessary to leave the classroom, they must use the appropriate pass hanging by the door. It will be the teacher's discretion on when a pass will be issued.

Discipline

1st Offense - Verbal Warning
2nd Offense - Loss of participation points and a disciplinary referral
3rd Offense - Immediate office referral and loss of points

Consequences for a Student Handbook Violation
Major misconduct or handbook violations will result in a disciplinary referral. These include but are not limited to: dress code, unexcused absences, threats, etc.

Absences

All assignments are due at the beginning of class unless otherwise communicated.

Excused Absences: If a student is absent from class, it is the student's responsibility to ask for and/or turn in make-up work and reschedule a date for missed tests. You will have as many days to make up the work as you were absent, i.e., 3 days excused no more than 3 days to make up work. The assignment must be clearly marked as "absent work." A zero will be put into the grade book until the assignment is turned in. Students will also receive no participation points for the day of absence.

Absences due to School Activities and Field Trips: Any student missing class due to a school activity or field trip must have a permission slip from that activity turned in at least 24 hours in advance. It is the student's responsibility to get all work completed either in advance or before the next class meeting. Those missing class due to Driver's Ed must give notice at least 24 hours in advance. If missed work is not completed in a timely manner, you will receive zero participation points for that day.

Unexcused Absences: Students will receive a zero (0) for the day(s) of their unexcused absence. If the absence is deemed excused later, the student will be given sufficient time to complete the assignment.

Grading/Assignments

Late Assignments - Assignments not turned in by their due date will receive 50% off their assignment. After the second day of missing the assignment, you will receive no credit.

Grading Scale:

A	94% - 100%
A-	90% - 93%
B+	87% - 89%
B	84% - 86%
B-	80% - 83%
C+	77% - 79%
C	74% - 76%

C-	70% - 73%
D+	67% - 69%
D	64% - 66%
D+	60% - 63%
F	0% - 59%

Grading Percentages
Participation/Attendance - 10%
Homework/Worksheets/Class Assignments - 20%
Weekly Practice/Classwork Check - 20%
Tests/Quizzes - 50%

Participation Points - Points will be earned based on class participation and attendance

Lesson Plans: Each week lesson plans will be updated on my school website. You can find it on the Shawnee District website under the faculty tab and then click on Business/Computers. Once there, click on my name and it will take you to my website.
https://www.shawneedistrict84.com/faculty/business-computers

STUDENT AGREEMENT

I, _____, have received and read the classroom management plan outlining classroom behavior, grading policies, and procedures put forth by Ms. Hazel for the 2026-2027 school year.

Student Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT

As the parent/guardian of the student named above, I have read the management plan outlining classroom behavior, grading policies, and procedures provided by Ms. Hazel for the 2026-2027 school year.

I understand that if I have any questions or want to request a copy of the classroom management plan, I may contact Ms. Hazel at Shawnee High School at (618) 833-5307 or her email mhazel@shawneedistrict84.com.

Parent/Guardian
Email:_____

Parent/Guardian Phone:_____

Contact Preference (Circle One): Email Phone Text

Best time to be reached: _____

Parent/Guardian Signature: _____ Date:_____