# KEYBOARDING
## STUDENT RULES AND RESPONSIBILITIES

I _____ understand that the following is expected of me as a keyboarding and technology student at BVCSD:

- Arrive at class on time with course materials, paper, and pen/pencil; ready to work.
- Care for and maintain the class supplies that I have issued (including but not limited to, a floppy disk and a laminated keyboard).
- Sit in my assigned seat unless otherwise instructed.
- Listen to instructions that are given/ask questions immediately if I don't understand them.
- Follow instructions that are given.
- Respect other students.
- Treat computers and equipment with care.
- Refrain from talking while instruction is being given, testing is going on, or at any other time when class is told not to talk.
- Hand in assignments on time.

## These rules may be added to at the discretion of the teacher.

I am aware that failure to follow these rules (with the exception of turning in homework) may result in a "reflection period" before lunch.  Reflection requires a student to think about their actions, how they affect the class, and how they can avoid the problem in the future.  After receiving three "reflection" assignments, an alternative means of resolution will be used.  Failure to hand in homework on time will result in a 0 (students who are absent have 1 day per absence to complete missed work).  There will be several opportunities during the quarter to complete back work for **half credit**.

Dear Parents,

I am pleased to have your child in my classes and look forward to a successful year.   Beginning this year, keyboarding classes will be provided to students at the 6th grade level.

If you have a computer, please encourage your child to spend 20 minutes practicing typing each night (cover the keys with a cereal box).

Please be aware that keyboarding is every other day for the entire year.

Parent signature:_____          Date:_____
Email: _____

Questions? Please email me at  jcolby@boquetvalleycsd.org