

**Johnakin Middle School**

**Keyboarding**

**Shenelle Gerald Email**: [sgerald@marion.k12.sc.us](mailto:sgerald@marion.k12.sc.us)

**JMS Phone Number**:843-423-8360 ext.: 3434

**Johnakin Website:** <https://www.marion.k12.sc.us/Domain/16>

**Typing Resources**: <https://www.typing.com/>

Welcome! To create the best learning environment possible, classroom expectations have been developed for our students, and I ask that you and your child read them carefully together. Then, parents please complete the student information sheet and sign the last page indicating that you and your child have read and understood these policies as well as the policies outlined in the MCSD Code of Conduct.

The best educational practices take place when the scholar, parents/guardians, and teachers work together as a team. I am available at any time. The lesson plans for the week will be posted on my webpage.

**COURSE DESCRIPTION:**

In this class you will learn the basic skills of keyboarding to include the parts of the computer and how they function. Parents, your scholars, will have homework every day. Keyboarding skills are essential in today’s technology and without proper skills and frequent practice, you may develop poor habits. It is essential that scholars use the correct finger positions on the keyboard to build accurate muscle memory. Parents, I encourage you to observe and guide our scholar to use the correct technique: body centered, sitting ergonomically correct, feet on the floor, elbows at sides, wrists off the keyboard and desk, fingers curved and on home row (type on fingertips). Also, check to ensure the correct finger reaches the keys and eyes are on the document.

**An Example of what we will be doing this semester:**

Typing/Finger Positioning/Posture:Students will learn, practice and be graded on correct fingering and posture during typing activities.

Computer Worksheets:Topics will include hardware, software, input/output, and data storage.

Microsoft Word:Students will learn the basics of Word that include margins, line spacing, font, design, etc. Students will complete a final assessment at the end that covers all items learned during this unit.

Microsoft PowerPoint:Students will learn how to use PowerPoint for speaking presentations. Rules for design and content will be discussed. Students will complete a final assessment at the end that covers all items learned during this unit.

Microsoft Teams: provides teachers and students a secure place to connect and collaborate, share content and educational applications, and access homework, grades, class discussions and notifications. Assignments are to be turned in to Teams. This can be accessed at home if there is internet availability.

**DAILY COURSE MATERIALS:**

* Pencil or Pen
* Paper
* USB Flash Drive (optional)
* Notebook/ Paper or Cow Notebook
* Colored Pencils (optional)
* Earbuds/ Headphones (to watch instructional videos)
* School Issued Laptop

**GRADING DISTRIBUTION:**

* Formative Assessment: 30%
* Summative Assessment: 40%
* Classwork/Homework: 20%
* Writing: 10%

**District Grading Scale**

100-90 A

89-80 B

79-70 C

69-60 D

59-0 F

**COMMUNICATION**

Communication is the key to success. We are working together to achieve one goal and that goal is to make sure your child receives a quality education. My email address is [sgerald@marion.k12.sc.us](mailto:sgerald@marion.k12.sc.us)

**STUDENT EXPECTATIONS:**

The scholars are to report to class eager to learn. The climate at JMS is warm, inviting, and a school prepared to educate 100% of the scholars, 100% of the time. I expect the scholars to behave in a way that will be conducive for learning.

* Come to class prepared
* Work quietly, raise your hands for assistance and questions
* Be actively engaged
* Respect yourself, classmates, teacher, and school

**LAB RULES:**

**#1 NO food or drinks allowed! Water will be permitted only if left in backpack until use.**

**#2 Stay on sites & programs directed by the teacher.**

**#3 NEVER rename, delete, add, or remove anything from the computer unless directed by**  **teacher.**

**#4 Inform the teacher immediately when a computer is not working properly.**

**#5 DO NOT share your username & password!**

**#6 Log in & out with your account only.**

**#7 DO NOT change any computer settings.**

**#8 Failure to follow the rules could lead to loss of computer privileges.**

**CLASS PROCEDURES AT JMS:**

**Class Entrance**: Go straight to your assigned seat

**Class Warm-up**: Immediately log-on to your computer/laptop and begin your warm-up activity

**Class Work Period**: Work quietly and productively on your daily assignment

**Class Ending**: Leave your computer area clean. Push in the chair & tidy up the keyboard, headset, and mouse before you leave

**Class Dismissal**: You will be dismissed from class by sections

**DISCIPLINE PROCEDURES AT JMS:**

**1st offense**: I will make eye contact & use nonverbal cues to get the scholar’s attention.

**2nd offense**: I inform scholar that they will be receiving a phone call to the parent.

**3rd offense**: Move student to another location.

**4th offense**: I will make eye contact with student & ask the student to step into the hallway. I will join the student in the hallway & we will discuss their inappropriate classroom behavior and how to improve it.

**5th offense**: Student is referred to office. I call home and/or email parents.

**Here are a few strong suggestions from me that will be enforced within the classroom:**

Drinks will only be allowed in the backpack until use. There are to be no food or drinks by the computers. The only drinks allowed are water bottles and you must ask before you drink. NO EXCEPTIONS.

Wash your hands! We do not want our keyboards to get sticky.

Use sanitizer to keep clean and avoid getting sick.

**PBIS (POSITIVE BEHAVIORS INTERVENTIONS AND SUPPORTS):**

Students will be able to earn stars for honoring for agreements daily. Once a student has

earned a set number of stars, he/she will earn a reward.

• If the violation warrants, the consequences may be changed accordingly.

• Please note that these rules and consequences are in addition to the rules and consequences specified in the District Code of Conduct.

**LATE WORK/ABSENT WORK:**

**In case of unforeseen circumstances** (ex: illness, inclement weather, ISS, OSS, field trip, absent, etc.) the student is solely responsible for requesting missed assignments and submitting assignments. All late work must be submitted within five days of the original due date for students to receive credit. Any assignment turned in after five days will have points deducted each day it is late.

I have reviewed my child’s syllabus and understood the course requirements as well as Ms. Gerald’s Expectations, Rules & Consequences. Items within this syllabus are subject to change.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT INFORMATION SHEET 2021-2022**

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have internet access at home? \_\_\_\_\_ Yes, on a phone \_\_\_\_Yes, on a computer \_\_\_\_\_No, I don’t

My child enjoys: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child struggles with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My goal for my child this year is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Concerns/Medical Info (allergies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_