<div align="center">Technology for Academics</div>

Mrs. Giovannone

Welcome to Technology for Academics. This class is designed to prepare you for life during/after high school. Thus, you will be given projects that forces you to use online tools that will be helpful to use in other classes, in college, and in future careers. This class will also help you become aware of some negative aspects that technology can bring about, as well as positive ones.

Curriculum to be covered:
- Weebly
- Google Apps
- Microsoft Office 365
- Various online tools for school success
- Hacking, Viruses, File Pirating, etc.
- Online Sources

The curriculum for Tech is no less than our established curriculum, which is posted on our website, for our traditional 180 days of face-to-face instruction

Materials required:
- Binder
- Laptop/computer

Class Structure and Responsibilities/Rules (expectations):

I will assign a project once every two weeks. The first week will be for you to create the project based on the requirements given, and the second week will be dedicated to presenting the projects.
- If you are absent on a presenting day, you will just present whenever you return to receive your grade on that project.

Since we will only meet face-to-face two days a week, I expect you to use that time as wisely as possible. Ask questions, get help, and pay attention. Preparedness and class participation is necessary to succeed this year. Anything assigned online or in school is expected to be completed on your own time and ready to be turned in when you come back to class. If at any point during in-school instructional time you seem to be taking away from the limited, yet valuable, moments I have with you and your classmates this year, you will be sent to the principal's office if I have to remind you to behave more than once. Face-to-face learning time is too precious to be wasted.
- More Specific Rules/Responsibilities:
  - Students are required to wear a mask.
  - We will Social Distance as much as possible in the room.
  - If a student is sick, showing symptoms, or had any exposure to Covid-19, stay home.

- ○ Students are encouraged to bring their own water bottle, and hand sanitizer.
- ○ Students will not be sharing any school supplies such as pencils, pens, markers, glue, crayons...etc
- ○ If students need to cough or sneeze this needs to be done in a tissue or their elbow, followed by proper hand washing.
- ○ Students must avoid touching face, mouth, nose, and eyes.
- ○ Do not move anything inside the classroom. Desks, fans, and windows will be positioned by the teacher and the teacher only.
- ○ When the tardy bell rings, you are to be in your seat. If you are not in your seat when that bell rings, you are tardy. Keep in mind that 3 tardies= 1 absence.
- ○ Cell phones, or any outside electronic device, will be confiscated if brought into the classroom without proper permission. Usually they would not be allowed at all, but due to the recent worldly situations, we may have to have them in class (however, you will be made fully aware if that is the case).
- ○ Respect the teacher, other students, and yourself at all times.
- ○ Cheating is not tolerated what-so-ever, and if caught, you will receive a zero on that assignment, and further disciplinary actions will be taken.
- ○ You must turn your assignments in on time or you will not receive credit.
- ○ You are expected to adhere to all of the rules in the Ida School Handbook.

Teacher Responsibilities
- ● I will post a project on Monday of every other week.
- ● I will be available in school for any questions, concerns, or struggles students may have. I will also be available on Fridays for scheduled zoom meetings if students need even more help.
- ● I will provide timely feedback on students ' work. I pride myself on how dedicated I am to updating Home Access Center with students' grades.
- ● I will communicate with students on a very regular basis so everyone knows what they need to be doing. I will also be available to communicate with parents/guardians at all times.

Breakdown of Grading:
Projects- 100%

HB 5913 excerpt: In order to receive State aid for 2020-21, a district would have to administer one benchmark assessment within the first nine weeks of the school year and a second before the last day of the school year. Districts and PSAs would have to provide instruction under an extended learning plan that was approved by an ISD or authorizing body, or face losing State

aid. The bills specify requirements to be included in the plan. Districts and PSAs would be required to administer at least one benchmark assessment twice a year (or lose State aid), but the bills would require the MDE to make one benchmark available at no charge. (The Smarter Balanced test is a benchmark assessment that the State has already purchased and could be made available if it were designated as an approved benchmark.)

Contact Information:

- School phone number: (734) 269-9003 x1110
- **steffes@idaschools.org**
  - I answer emails very quickly. If there is ever any question or concern, please feel free to contact me and I will get back to you as soon as possible. It would be incredibly rare of me to not answer emails within a few hours, but if it has been longer than 24 hours, it is possible that I did not receive your email for whatever reason, or it was sent to junk mail by mistake, so please resend it. I am literally always just an email away, we are in this together.
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Modes of Communication: Google Classroom and Email
- I will use google classroom to post a project biweekly.
- The students will communicate through google classroom by responding to my posts occasionally, when they are face-to-face with me in school, and through email.
- I am always available through email, and respond immediately unless I happen to miss it (in that case, it will take me no longer than 24 hours to respond). Parents and students are greatly encouraged to email me at any time.
- Zoom meetings can be set up for any student who needs additional help on Fridays.

Modes of Instruction:
- Projects posted to Google Classroom on a biweekly basis.
- When in school, students can receive my help on how to navigate certain online sources.
- Student Presentations are to be given every other week for their project grade.

Formative/Summative Assessments:
- These assessments will take place during the process/finish of each project.

I, _____ have read the Tech for Academics course outline and rules and agree to follow all of the above.

Student name (printed):_____

Parent Signature:_____