



# BACK TO SCHOOL!



Holy Cross School  
New Orleans, LA

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Volume 1, Issue 2

## Comp App 8 - Mrs. S. Knight

### Introductions

Welcome to an exciting new semester at Holy Cross! I hope everyone had an enjoyable holiday and is ready for a fantastic experience this semester.

My name is Stephanie Knight and I am the 8<sup>th</sup> grade Computer Applications teacher as well as the Director of Instructional Technology here at Holy Cross. I graduated from the University Of New Orleans in education and I am a certified teacher and webmaster. My classroom companion is an Eclectus parrot named Rupert. We'll be learning more about him in future research lessons!



Our focus will be on utilizing technology, software applications and the Internet as tools. Students learn how to perform basic to intermediate functions on word-processing, desktop publishing, Web page production, publishing for the World Wide Web, and spreadsheet applications software. Students will learn how to properly cite references and to use a variety of Internet tools to conduct academic research using resources on the World Wide Web.

### ome or pectations

Students will learn of technical advances and advantages in the form of current events, tips, and techniques in technology. Each student is required to maintain a journal spotlighting his findings. These may include articles from newspapers, magazines, online sources, etc. Each week the student will create a PowerPoint slide to include in his final semester project.

### Class Routines & Policies

- Enter Quietly
- Follow Directions
- Stand for Prayer
- Learn from Bell to Bell
- Pencils Only – Ink Free Lab
- MAINTAIN account security at all times

**Students must follow all other school policies stated in the school handbook.**

### Parents

Feel free to contact me at anytime. Call the main office at 942-3100 and leave a message for me. You may also choose to contact me via email:  
[sknight@holycrosstigers.com](mailto:sknight@holycrosstigers.com)

P.S. If anyone takes digital photographs at school events, please forward them to the T<sup>3</sup> Web Team for publication!

## Student Assessments

Student assessments require the ability to follow directions, both written and verbal. Daily lessons involve review, introduction of new material, guided practice and independent practice.

Quizzes, tests, and projects are announced well in advance; however, these are not the only tools used to analyze each student's strengths and weaknesses.

I recommend using a marble composition notebook for Homework Journals as they tend not to fall apart as easily as folders and spiral notebooks.

### Grading Scale & Percentages

- |              |                                       |
|--------------|---------------------------------------|
| ✍ A 90-100   | ✍ Class work, Quizzes, & Homework 25% |
| ✍ B 83-89    | ✍ Tests & Projects 25%                |
| ✍ C 76-82    | ✍ Participation 25%                   |
| ✍ D 70-75    | ✍ Exam 25%                            |
| ✍ F below 70 |                                       |



## Reminders to Students & Parents

- ✍ Bring signed receipt of Expectations and Syllabus
- ✍ PENCILS ONLY! – We are an ink free lab!
- ✍ Keep up with your Homework journals weekly. Your final project will consist of 20 PowerPoint slides documenting your findings!

## Classroom Rules

1. **R-E-S-P-E-C-T ... yourself, others, and equipment.**
2. **Raise your hand to answer or ask questions and to report technical difficulties.**
3. **We are an ink free lab – pencils only.**
4. **You may not use the Internet beyond class work without specific permission.**
5. **Leave all areas clean and all chairs properly pushed in before leaving the room.**

### Consequences

- 1<sup>st</sup> – Warning
- 2<sup>nd</sup> – Student/Teacher Conference
- 3<sup>rd</sup> – Deficiency Report (to be signed by parent) and/or Detention

Please note that severe behavior (i.e., blatant disrespect, fighting, stealing, cheating, and any behavior that endangers others) could result in immediate removal from the lesson or classroom. Removal from the classroom will incur a referral to the Prefect of Discipline and is left to the teacher's discretion.

### Notes