Ms. Mary Beth Turner

***Foundations of Information Technology***

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**Website: www.mbturner.weebly.com**

Dear Parent/Guardian,

My name is Ms. Mary Beth Turner. I wish to make this semester successful. My goal is to create a comfortable learning environment that is **fair, fun, and challenging.** To achieve this goal, we need to communicate with one another regularly. Feel free to contact me with any questions or concerns you may have.

This **introductory** course provides students with the foundation to pursue further study in information technology. Emphasis is on network systems, information support and services, programming and software development, and interactive media. There is no prerequisite for this course.

**WHAT I EXPECT FROM STUDENTS:**

* Since textbooks are rarely used in class, you will be expected to take notes regularly.
* Computers are for learning course objectives and **NOT** for playing games. Violation of this policy can lead to disciplinary action.
* Complete all assignments and turn them in on time. (see Late Work)
* Focus on learning… ***NO eating or sleeping in class!***
* Enter class quietly and on time. Do not change **any** computer settings.
* No use of cell phones or electronic devices including iPods or MP3 players.
* Headphones may be used during independent practice ONLY IF plugged into the computer.
* I am open most days for PowerHour, please attend required tutoring and come if you need to make up any work/fall behind on assignments.
* Work should be saved to your OneDrive or a flash drive.

**GRADING SCALE:**

* Classwork = 30%
* Tests = 25%
	+ This is a state tested course. Every student MUST take the final exam.
* Quizzes = 25%
	+ Quizzes occur for every objective. All quizzes are open notes and given via Quia.com
	+ Quizzes can be re-taken as many times as a student would like. I will accept the highest grade.
* Projects = 10%

**Late Work:** If you are absent, it is due within 3 days of the day you return to school. For every day a project/classwork is late, 10 points will be taken off the assignment.

**SUPPLIES:** Please bring a **pencil, a highlighter, and binder** every day. Headphones are optional but *recommended*- SIMPLE EAR BUDS ARE FINE- NOTHING FANCY.

Sincerely,

Mary Beth Turner

Business, Trades, and Technology Teacher

**Parental Information**

This fact sheet was read aloud-in class. Parents, please fill out, sign, and date this form for my records. Your child will need to return this the second day of class. If you have any questions, please feel free to contact me.

PLEASE **PRINT** ALL INFORMATION!

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent’s Email Address (please write clearly): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Easiest phone number to reach you and best time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any specific issues I should contact you about? (failing tests, lunch detention, tutoring, etc):

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Parent Signature:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PLEASE FEEL FREE TO CONTACT ME,**
**EMAIL** IS THE BEST METHOD TO CONTACT ME.