

Hello Parents and Students

My name is Alexandria Thomas (Ms. Thomas), I will be the school's keyboarding instructor. I hope this letter finds you all well. I am writing to discuss some important aspect of the classroom environment that impacts our collective experiences. Considering most of our students are young adults, it is crucial for us to maintain a respectful and organized atmosphere that reflects our maturity and commitment to our education.

In terms of routines, students are expected to arrive promptly and be prepared for each class session. Participation is key, and students must engage actively with the curriculum. Grading will be based on both skill development and overall class participation, which includes attendance and collaboration with peers. It is crucial for all students to maintain professionalism and respect within the classroom. Any violations will be addressed according to the established school policies to ensure a fair process for all involved.

I appreciate your attention to these matters, as they are vital for fostering a positive educational experience. Should you have any further questions or require clarification, please do not hesitate to reach out.

Thank you for your cooperation

Ms. Thomas

Routine and Procedure

Enter	Exist	Exit
• Temperature check • Quietly and Orderly • Check board for announcements/ Do Now • 10x10 rule	• Do Now ◦ Bellwork ◦ Lessons • Guided Practices ◦ Listen ◦ Engage • Independent Practices ◦ On task ◦ Effort ◦ Talking quietly • Early finishers ◦ Folder with races or reading assignments will be available ◦ Can work on problem keys	• Ms. Thomas/ helper will cue ◦ 3 minutes ◦ Save work ◦ Clean up ◦ Pack up

→ **Temperature check:** To ensure students' well-being. Particularly if a student experienced a difficult class or encountered confrontation with family, staff, or peers. At this time I offer a few minutes for students to collect themselves, or send to the front office to further discuss with principals.

→ **10x10 rule :** students are **NOT** allowed to ask to use the restroom or go to another classroom within the first and last 10 minutes of class.

Classroom Management Plan

Effective classroom management helps to reduce stress, improve academic performance, and create a more enjoyable learning experience for both Students and Teacher.

Routine and Procedures

Entering the Ms. Thomas' Classroom

- ☐ Line up alongside the wall outside my classroom door. Let's remember we're young adults, standing in a nice and orderly manner is the main Goal!
- ☐ Greetings by Ms. Thomas will be done at this time. If you have anything to bring up before class starts, this will be the best time.
- ☐ Enter the classroom, find your seat and begin with the lesson posted on the white board.

Supplies for Class



- Desktop
- Keyboard
- Mouse
- Headphones
- Notebook
- Pencil/Pen

○ These supplies will be provided through the teacher

Items that are NOT allowed in the Class



- Outside food items
 - Chips
 - Soda
 - Gatorade
 - Tea
 - Energy drinks
 - Gum/ Candy
 - Popcorn
 - Etc.
 - Unless the student has medical reasons.
- Cellular Devices
 - Cellphones
 - Smart watches
 - Tablets
 - Laptops

Daily Schedule

Bellwork

- Consists compact readings and brief written/typed sentence responses.
- These answers will be completed in the students' composition notebook or saved on students' desktop.
 - To enhance students' comprehension, grammar, and understanding of short reading materials

Lessons

- Consists of students logging into their [Typing.com](https://www.typing.com) accounts to commence their lessons.
 - In addition to typing lessons, students will use a hand cover device that promotes proper finger placement and posture, and discourages keyboard gazing.
 - Students will strive to reach a speed of 40 wpm with an accuracy rate of 90%.
 - Students will **NOT** be allowed to complete lessons outside of their scheduled Keyboarding class.
 - Students must complete keyboarding lessons exclusively during class hour, as monitoring finger placement and posture is not possible outside of scheduled lessons.
- **UNLESS** alternative arrangements are made with the teacher regarding these lessons
- ◆ Specifically for students' appointments, student activities, sports, or other personal reasons.
 - ◆ Unexcused absences will receive a reduced grade.
- Consists of students obtaining reading materials from CommonLit (provided by teacher).
 - Students will answer guided assessment questions, and participate in group discussions.
 - Students can read independently or use read-aloud options for literary content.
 - Strongly encourage students to read independently before utilizing the read aloud tool.

☐ Bellwork will take up the first 10 minutes of class.

Turn in Process

All assignments will be due on Fridays.

Typing.com

- Students will be provided with a list of Typing.com assignments that must be completed within a five-day period, all submissions due on Fridays.
 - Late assignments will have a reduced grade.
 - Late assignments will be processed and submitted when time allows.
 - Student athletics and activities participants must remain mindful of this during GRADE CHECK.
- All typing.com lessons will complete during schedule class hour
 - Unless arrangements are made to complete outside of the scheduled class hour.
 - I can see students' login information and get notified when students access their accounts.
 - Any assignments completed outside of class hour will receive a ZERO.

Projects

- Students will allocate one class hour to prepare and plan their projects, which will be presented using slideshow and spreadsheets.
- Projects will be completed within a four-day time-frame, with submissions due on Friday and presentations scheduled to start the following Monday.
 - Points will be deducted for late work.

Written Assignments

- Scheduled RACES assignments will be submitted weekly
- Each month, students must submit a comprehensive essay consisting of five paragraphs.
 - Points will be deducted for late work.

