



**6th Grade
Computers**



**Financial Literacy
Handbook**

Welcome to our Computers & Financial Literacy class. We are so excited that you will be joining us this semester! Below is a description of rules, procedures, and policies that we will discuss today. They will help you to succeed in this class. This sheet will be kept in your binder and you may refer to it throughout the semester.



About Our 6th Grade Computer Financial Literacy Class

This is an exploratory arts class. We will be focusing on developing a "technology efficient mind" and using computer strategies to achieve our goals. This process will take place within each unit of study to display demonstrable proficiencies via the school district course curriculum. Units of Study are:

- I. Course Introduction**
- II. Money Management**
- III. Credit and Debt Management**
- IV. Planning, Saving and Investing**
- V. Becoming a Critical Consumer**
- VI. Civic Financial Responsibility**
- VII. Risk Management and Insurance**
- VIII. Income and Careers**
- IX. Educational Technology**



Classroom Expectations

1. DO things that will not prevent me from teaching you or others from learning.

Examples: _____

2. RESPECT yourself, others, and the teacher.

Examples: _____

3. ALWAYS try your best!

4. Words to "live by":

before you speak

If it is not, why are you saying it?

THINK

T~ is it true?

H~ is it helpful?

I~ is it inspiring?

N~ is it necessary?

K~ is it kind?



Student Responsibilities

1. You are responsible to come to class on time and prepared with your materials.

Each day, you must bring the following:

- ✓ Notebook to take notes.
- ✓ A pencil and/or pen to write with.

2. If you are late to class, I adhere to the school's policy on lateness. Be sure to review the student handbook on p 112. If you are late to class, do not come into the class in a disruptive manner. Come in quietly and sit in your assigned seat to begin your classwork.

3. If you are absent...

- If you are absent on the day that an assignment is due, it is due when you return. For example, if homework was assigned on a Monday and you were absent on Tuesday, it is due on the day you return. It is your responsibility to show us the work that you have missed.
- If you are absent on a day that a quiz or test was given, you are to make up the quiz or test up on the day you return. If you are absent for an extended period of time, we will handle the case individually.
- It is YOUR responsibility to make up the assignments that you have missed. Check your class period folder located in your assigned mail slot for any make-up work.
- If you have any questions about the work you have missed, please discuss them with us.



Grading Policy and Classroom Components

Classwork/Homework: 10%

Production: 40% or (*Production 20% and Project 20% when applicable*)

Tests and Quizzes: 40 %

Projects: 20%

Reflection Questions: 10%

1. Homework:

- In order to receive full credit, your homework must be COMPLETED.
- Incomplete or late homework will not be accepted. **This is a school wide policy.**
- Excessive missed homework= student/teacher conference and a phone call home.

2. Computer Lab Safety: For safety reasons, you must follow all directions and safety rules to participate in classroom activities. These will be introduced to you before we begin assignments in Moodle. If you are unable to adhere to the computer lab guidelines, you will receive a zero for the activity.
3. Classwork and Projects are considered graded assignments. For every day that this type of assignment is handed in late, eight points will be deducted from the grade. For example, if you hand in a project two days late you will lose 16 points from the original grade (grade you would receive had it been handed in on time).
4. Tests/Quizzes: There will be a test and/or quiz on each unit we review. A review will be given in class prior to all tests or quizzes.



Academic Honesty Policy

Academic integrity means that all work is done by the students individually. Any type of dishonesty in school work is not integrity. Dishonest includes, but is not limited to:

- Copying the work of another student
- Copying and pasting from electronic media
- Providing answers to others
- Having anyone other than yourself do your work for you
- Using notes during tests and quizzes without permission
- Discussing content of quizzes and tests to other students who have not been in class yet
- When academic dishonesty occurs:
 - The student(s) will receive a "0" for the assignment
 - A second infraction will result in disciplinary action.



Your Electronic Folder

1. Your folder will contain all of your work and information for our class. Your folder will be kept and maintained on the school districts' "H" drive under your login.
2. You should never delete anything out of your folder, as it is your electronic portfolio of your production in class. You will find that it will be useful to study from for the midterm and final at the end of the semester.



How to Hand in Your Work

1. Before you hand in your work, be sure that it contains the following heading:

Name	Date
Period	Mr. Johnson B-9
(Space)	
Name of Assignment	
(Space)	

2. All work **MUST** be saved into your folder on the "H" drive before submitting to Moodle.
3. Submit your completed assignment onto Moodle. Once you have submitted your work the teacher will grade it, then record your grade into PowerSchool.

*Note: If you are handing in a worksheet that has a title on it, you do not need to write the name of the assignment.



Other Information

1. As we learn different topics in class, you may have questions. Please ask your questions! We will be happy to answer them and to help you in anyway that we can.
2. After school hours: If you need help with your work, meet with one of us and we will make arrangements for you to stay after school.
3. Check my teacher page at <http://www.wtps.org/Domain/1204> for special assignments and other pertinent student information.
4. Contact information:

	Email	Extension
Mr. Johnson	wjohnson@wtps.org	5119
Mrs. Dowdell	cdowdell@wtps.org	5209
Ms. McEntee	lmcentee@wtps.org	5213

We hope you have found this information helpful. Let's have a fantastic year!

Mr. Walter Johnson, Mrs. Corinne Dowdell, Ms. Lori McEntee

Computer & Financial Literacy teachers
6th Grade