



# MS App

Allegany-Limestone Middle High School  
School Year 2023-2024  
Teacher: Ms. Goodman

In 8th grade, students have computer class for 20 weeks. Eighth graders will earn 1/2 high school credit for passing MS App (Microsoft Applications). In this course, students will become more familiar with various Microsoft Applications and OneDrive. Students will be using Microsoft Teams to turn in some of their assignments. Students should check Teams for Posts from Ms. Goodman. Students will practice coding with introductory computer programming languages. We will also work on improving keyboarding skills. The goal for this class is for students to become more proficient users of the computer.

## Classroom Management Policy:

Students will be expected to:

- be in their assigned seats, ready to work when class begins
- be attentive and quiet when Ms. Goodman is instructing the class
- be respectful of their classmates, teacher and teacher aides
- put Teams in “Do Not Disturb” mode during class time
- check Teams daily and work on assignments while at home (if they fall behind)
- stay on task and work quietly without disrupting others (no conversations)
- check PowerSchool regularly (this is where grades will be recorded)
- follow all rules set forth in the Code of Conduct, including, no cell phone use.

**No food, candy, gum or drinks  
in the computer lab. Water  
bottles are allowed.  
(only water)**

**First violation of one of the rules above will result in a warning.**

**Second violation of one of the rules above will result in a discipline referral.**

Students will be graded on the following:

- class participation
- assignments
- keyboarding

### Grading Policy:

Assignments will be given a point value. For example, some assignments may be worth 2 points while other assignments are worth 10 points. Full credit (a 100) can be obtained by submitting high quality work. Not all work will receive a 100. The quality and completeness of the work will be considered. Grades of zero cannot be made up. Low grades, close to zero, typically mean the student has not submitted the assignment and should still submit the assignment to earn a higher grade. Assignments submitted late will often be accepted but some points will be taken off for lateness.

\_\_\_\_\_  
Student name printed

\_\_\_\_\_  
Parent name printed with signature below

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Good contact phone number