

Dear Parents,

I would like to welcome you and your child to Computer Literacy! I am ready to get this term started on the right foot.

Understandably, an awesome facility and your child's teachers cannot complete the job of educating the students on their own. **This is a team effort of not only the teachers, but also the students and parents.** We at SMMS are looking forward to working with you throughout this year. One way to keep up with your child's progress is through our online gradebook. Power School is available to you through the Camden County website, www.camden.k12.ga.us. We encourage you to check this site regularly. Also, feel free to contact us through e-mail. In the past, we have found that this is an easy way for us to respond to your questions and concerns in a timely manner. You may also call the school to request a phone conference with a specific teacher or schedule a time to come in for a team conference. Additionally, there is a class website. This website will have all weekly vocabulary words that are used, as well as our weekly projects. If your child is absent, this allows him or her to be able to stay with the class even from home.

<http://smms.camden.k12.ga.us/teachers/hmcelroy>

If you have ever completed a job like fixing a leaky faucet, building a bookcase, or repairing a car, then you know that in order to get the job done properly, you must have the correct tools. The school will provide a daily assignment planner, or agenda book. If the planner the school issues your child is lost or damaged beyond repair, it is the child's responsibility to purchase another one. They are available in the front office.

Assignments and other pertinent information should be written in the planner each day (whether they have homework or not). This book also serves as the student's hall pass and should be kept with each student from class to class and taken home each night. This planner serves as the easiest mode of communication between school and home. It is essential for all students to have their planner in addition to other basic supplies that are required to complete their daily work in each class. (paper, pencil, etc. – see the back for suggested supply list for this class)

Please note the Class Rules and Low Key Intervention Plan below. Also, on the next page are some classroom expectations, outlining what you can expect from me and what I expect of my students. Please, take a moment to discuss these rules with your child. It is crucial for everyone to be responsible for his or her own behavior. Too often my time is spent contacting parents about negative behavior, and this is supposed to be the fun class. With your help and cooperation, I hope to be able to report to you about your child's positive accomplishments.

Again, I am looking forward to a wonderful and productive year with you and your child. Please do not hesitate to contact me!

Sincerely,

Hamilton McElroy

Computer Literacy - SMMS

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<http://smms.camden.k12.ga.us/teachers/hmcelroy>

SMMS Rules

1. Show respect to all people and property.
2. Follow directions first time given.
3. Be prepared to learn.
4. Keep hands, feet, and object to yourself.
5. Raise your hand for permission to speak or leave seat.

Low Key Intervention

1st—verbal warning

2nd—lunch detention

3rd—pass to the office/parent contact

**** Repeated or severe offenses will result in an office referral.**