

Name: \_\_\_\_\_

Make sure you have done all of these things by the dates listed

Checklist:

- HCCMS Field Trip & Code of Conduct, returned by 1/27/2011
- Student Consent Form, returned by 1/27/2011
- Notify Mrs. Hall how you will eat lunch:
  - School sack lunch-pay for by Tuesday 1/26/2011
  - Lunch from home-Bring the day of trip
  - Lunch on your own-Bring \$6.00 or more the day of the trip.
- Provide your own laptop computer if you will be showing a project to the judges.
  - Bring the power cord
  - Bring it to school earlier in the week to make sure your project shows up on it or test it from home.
- Project Submission Form, completed in class
  - One per project
  - Only for students showing a project
  - This is not necessary for the Tech Literacy Challenge
- Bring your own snacks if you desire, none will be available for sale.
- Electronic Devices are allowable but the school is not responsible if they are lost or stolen. They are the student's responsibility.
- Ask your parent if they can come!
  - Let Mrs. Hall know if they can and if the adult will ride the bus with us or will drive separately
  - I have room for 3-4 extra adults beside Mr. Darbe and Mrs. Hall.

**All forms are due by  
Thursday, January 27, 2011**

# How to Present to the Judges

All projects will be judged by the following criteria:

- ✓ **Originality**—Was the entry original, creative, and imaginative in content and implementation?
- ✓ **Clarity**—Was the student presentation to the judge clear? (Nervousness will not count against the student)
- ✓ **Documentation**—Did the student receive and document all required permissions?
- ✓ **Appropriateness**—Was the technology/software used appropriately matched?
- ✓ **Design**—Does the overall design support the project purpose?

At the time of the judging, students will be required to:

1. Use the program or applications software to demonstrate their projects.
2. Demonstrate an understanding of the software as it relates to the project.
3. Explain the various aspects of the creation of the project.
4. Defend their choice of software for the project.
5. **Provide the Project Documentation form, properly filled out, to the judge.**
6. Answer judges' questions about the project.

Students should be prepared to explain and demonstrate the highlights of their project in NO MORE than 15 minutes.

If a student is not setup and ready to begin at the scheduled time, the ending time of their 15 minute limit will still remain the same. This may result in a reduction of score.

Due to the large number of projects entered in the technology fair, the project schedule will be adhered to strictly. Anyone causing a disruption of a schedule can and will be disqualified at the discretion of the fair director.



# Harris County Carver Middle School

184 South College Street  
(706) 628-4951

Hamilton, Georgia 31811  
Fax (706) 628-5737

*Stacey Carlisle*  
Principal

*Carl Dekker*  
Assistant Principal

*Joseph Reiter*  
Assistant Principal

Congratulations,

Your child's technology project has placed in the HCCMS Technology Fair. They now represent our school by participating in the Regional Fair that will be held on January 28, 2011 in Newnan, GA.

The permission forms attached must be completed and returned by January 27, 2011.

We will be traveling by bus on that Friday morning. Please make sure your child arrives to school by 7:30 so that all projects and equipment can be loaded. We will leave at 7:50 sharp. The fair is located at 1523 Lower Fayetteville Road at the Center for Arts of Coweta County in Newnan, GA. We will make every effort possible to return to the school by 2:45 pm.

The following includes some information about the Fair that you may want to know:

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## West Georgia Regional Technology Fair

1. Each participant and their parent/guardian are required to complete and submit a "**Project Submission Form**" which is in lieu of a project notebook, and the "**Student Consent Form**". The State requires a valid parent email address so that they may communicate with you if your child's project goes to the State competition.
2. Each participant is required to provide their own equipment. This includes the computer (laptop, desktop), speakers (if needed), multi-outlet power strip, etc. If your student needs a computer to show his project, it is suggested that they use a personal or a borrowed laptop. Students should use a computer that they will be comfortable with. No projection devices allowed.
3. Per the Georgia Tech Fair committee – **Projects must earn 80% or better to proceed to the state level. Specifically – even if there is only one project in a grade level/category, the project would technically be a first place winner but to proceed to the state level, it will have to earn 80% or better on the judges scoring sheets. This will include an 80% or better score on the Technology Literacy Category.** At the top of each Rubric there is a break point spread. The entry's score **MUST** fall within this range to qualify to proceed to the state fair.

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Please contact Mrs. Kathy Hall (Technology Fair Sponsor) at 706-566-0053(cell) or at the school: 706-628-4951 if you have any concerns or questions.

Sincerely,  
Kathy Hall

## Please Sign & Return the attached Field Trip Forms by January 27, 2011



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## Field Trip Code of Conduct Student Discipline Policy for Field Trips

1. In seeking uniformity in the conduct expected on each field trip, the following guidelines have been established:  
All rules and regulations governing a field trip will be discussed by teachers, chaperones, and students prior to, or at the beginning of the event.  
All students are under the supervision of any teacher, chaperone, or adult assigned to the field trip.
2. Students shall not be involved in any of the following:
  - any misconduct
  - disrespect in any form
  - theft, misuse, or abuse of public or private property
  - unauthorized absence from the premises of the event
  - possession or use of tobacco, illegal drugs, or alcoholic beverages
  - possession of weapons or fireworks
 Students shall abide by all policies set forth in the student handbook.
3. If a student is found in violation of any of the above, his/her parents will be notified; the student will be punished according to school policy and will be suspended from participation in any other field trips especially if requested by the sponsor(s).
4. The code of conduct applies for the entire field trip including transportation to and from the event.
5. Realizing these guidelines are not "all inclusive", the faculty/administration reserves the right to make adjustments to these policies.
6. Notification procedures: If a student is found in violation of the Code and is to be punished, the person in charge of the field trip will notify the parent/guardian.

**FIELD TRIP: West GA Regional Technology Fair, Newnan, GA DATE OF EVENT: January 28, 2011**

As a condition of participation in the above field trip, both parent/guardian and student agree to the Field Trip Code of Conduct.

*We hereby certify that we have read and understood the above.*

STUDENT SIGNATURE	DATE	PARENT/GUARDIAN SIGNATURE	DATE
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(NOTE: Failure to have the two bonafide signatures above shall be sufficient reason to disqualify a student from participation in a field trip.)

ADDRESS AND PHONE NUMBER: \_\_\_\_\_

Where parent/guardian may be reached: \_\_\_\_\_