

TECHNOLOGY GUIDELINES
EVHS - -WELLNESS
2010-2011

- All word-processed documents should be completed in Microsoft word in order to be emailed to your teacher.
- Word-processed documents should always be double-spaced, 12 point font, with 1” margins. A header should be found in the right-hand corner of the document, and it should include the student’s name, course hour, and assignment title.
- Use my webpage - - use it for worksheets, calendars, and due dates! www.district196.org/evhs/people/arnoldijweb
- All assignments must be attached to an email when sending it to your teacher. Emails with assignments that have been copied and pasted into the message box will be returned. Check with your email provider (or see me) for directions on how to attach a file.
- Student email addresses should be professional and appropriate for school. An appropriate email clearly identifies the sender (first name, last name, initials, etc.). Students’ should create an email account specifically for school if their current account does not clearly identify who they are or represents them inappropriately.
- All teacher email addresses can be found on the Eastview webpage at www.district196.org/evhs. Go to “People”, hover over “Staff Pages” and select either “By Department” or “By Name” to find your teacher’s webpage and/or email address. (FYI - - My email is:Jessica.Arnold@district196.org)
- All emailed items should include a subject line that clearly identifies the reason for writing.
- All emails should be professional in nature, including complete sentences and no abbreviated language.

EXTRA CREDIT OPTIONS - - DUE BY: _____

You may do a MAXIMUM of 2 choices. Each choice is worth (if well done) is worth .5% added to your final grade - - meaning you can earn a maximum of 1% added to your final grade.

- Rent & finish watching *Thin* (the documentary on eating disorders)
 - See me with specific directions
- Rent, watch, and fill in worksheet *Super Size Me*
 - See your Nutrition packet for the worksheet
- More to come...listen carefully!