

CONDUCT GUIDELINES

Every student receives a conduct grade each grading period.

E – Excellent conduct—among the very best in the class. Student is not merely passive, but actively involved in the learning process.

S – Satisfactory, no complaint—Acceptable behavior and participation in class. Respectful; responds well when corrected.

N – Needs improvement—Occasional disturbance or lack of cooperation, but generally well behaved.

U – Unsatisfactory—Behavior is not acceptable. Student has been referred to administration for classroom conduct. Student is disruptive or disrespectful.

The following guidelines will help a student to avoid demerits and/or conduct referrals while in the computer lab. This may not be a complete list. If something arises that is not on this list or in the handbook, a warning will be issued rather than a demerit or conduct referral.

1. No food or drink in the computer lab.
2. No rolling around or leaning back on chairs.
3. Always be kind and respectful of others and their possessions.
4. Respect all authority figures.
5. Absolutely NO sleeping during class.
6. Adhere to the dress code.
7. Cell phones will be placed in a holder during the class period.
8. **Other than adding program icons, do not change the computer desktop.**
9. **Do not download any programs or images from disk or the Internet** without permission.
10. Games are only permitted when all work has been completed.
11. Internet use is limited to the policies set forth in the Acceptable Use Agreement. Be familiar with the contents of the agreement.

CLASSROOM GUIDELINES

Every classroom needs a set of guidelines to avoid chaos. Our time together will go much smoother and optimum learning will occur if we ALL adhere to the following classroom guidelines.

1. TAKE CARE OF ALL BATHROOM, WATER FOUNTAIN, AND PHONE RESPONSIBILITIES **BEFORE** CLASS BEGINS.
2. Be in the room, not walking through the door, before the tardy bell rings. Know the attendance and tardy policies.
3. Listen during instruction and ask questions.
4. Please do not bring book bags in the computer lab unless absolutely necessary.
5. Be familiar with the makeup policy. I can be available before school and after school for anyone needing additional time to complete class work. Please let me know one day in advance.
Make-up tests will be taken during the next available Saturday school.
6. Students will not be released to use the phone unless a change has been made concerning an extra-curricular activity or the office has asked for your release. Students are not to use the phone in the classroom.
7. Students may not leave to visit other students or receive visitors during class time.
8. Leave your computer area neat and trash free. Logout at the end of each period. Push in your chair before you leave.

ACADEMIC GUIDELINES

1. Be familiar with the BBS grade scale and course syllabus.
2. Anyone found to be copying another person's work (i.e. from the computer, during a test, for a notebook assignment, etc.) will receive a zero and be referred to the office.
3. Anyone found plagiarizing on projects will receive a zero on the project and will be referred to the office.

Print and return

Student Acceptance:

I have read and understand the guidelines Ms. Akins has set for her classroom. I agree to follow these guidelines.

_____ date _____
Student Signature

Parental Acceptance:

I have read and understand the guidelines Ms. Akins has set and agree that my student is to following these guidelines.

If a problem arises, I would like to be contacted

By phone _____

By email _____

_____ date _____
Parent/Guardian Signature

_____ Wednesday, August 11, 5 pts.

_____ Thursday, August 12, 4 pts.

_____ Friday, August 13, 3 pt.

_____ Monday, August 16, 2 pt.

No points will be awarded after Friday, BUT you still are to turn in this sheet as confirmation that you and your parent(s) have read and understand expected conduct, classroom and academic guidelines.

