



## **CLASSROOM POLICIES**

**Mr. Iwema**

**Web Design I • Web Design II • Desktop Publishing • Digital Communication Tools I**

### **Rules set forth in the rules of conduct handbook will be followed!**

#### **Expectations:**

1. Must be **IN** the classroom when the bell begins to ring. Upon your second tardy, you will have the opportunity to choose a morning detention in room E-208 or have a referral sent to the office.
2. Students must bring **ALL** materials to class that are required.
3. Students are to stay on **TASK**, so work can be done on time. Pay attention to topics and discussions.
4. Students are to meet all project/assignments deadlines on time. Points will be deducted for late work unless it is due to an absence. Make up work is **YOUR RESPONSIBILITY**.
5. Remain in your assigned seat or area until dismissed by the teacher. (**DO NOT STAND BY THE DOOR**)
6. Two restroom passes will be given per month. You must use the restroom that is directly across from E-208.

#### **Unacceptable Behavior:**

1. Making noises, sounds or acting in any manner that interrupts the classroom atmosphere will not be tolerated.
2. **NO DRINKS** allowed in the room at any time.
3. **NO SLEEPING**, writing notes during class time.
4. Any acceptance of snacks will be discontinued if the privileged is revoked due to a messy classroom.
5. Any student logging on under any other name than your own in MicroType Pro or MicroPace Pro programs will result in (1) Warning and Friday School; (2) WF for Semester and removal from class. (Department Policy)
6. Being disrespectful, rude, using obscenities, or threats towards the teacher and/or classmates. (Including guest speakers or substitutes)
7. Fighting, pushing, shoving, tripping, arguing or name-calling.
8. Throwing objects – paper, pens, pencils, paper clips, etc.
9. Defacing school property. **REPORT** any computer damage to the classroom teacher when entering the room.
10. Inappropriate dress.
11. Displacing books or moving others property such as purses, folders, book bags, etc.

Consequences: for the above mentioned behavior:

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense – Referral sent to office (1 Hour Detention)

3<sup>rd</sup> Offense – Phone call to Parents and Referral sent to office

4<sup>th</sup> Offense – Send to Assistant Principal's office

*\*\*\*Steps may be skipped depending upon the severity of the problem.*

#### **Other Important Points:**

1. **ACADEMIC HONESTY**. You will be given a **ZERO** and a 1-hour detention for the **1<sup>st</sup> offense**; **2<sup>nd</sup> offense** will be a **WF** and **REMOVAL** from class. (School Policy)
2. No Internet or Computer games are permitted to be played on the computers during class time and none are to be brought from home.
3. You **CANNOT** change anything on the computer such as background, screen saver, etc.
4. You may not use the **INTERNET** for anything other than classroom assignments unless approved by the classroom teacher.
5. **CELL PHONES** – Cell phones are NOT to be seen, heard, or used during the school day. Please keep them in your locker, purse or backpack. If I see your cell phone I will take it away and you can retrieve it after school. Any phone that is heard will result in a Friday school. (School Policy) Anyone that sends or receives a text message will also receive a Friday school. (School Policy)