

## Course Summary and Instructor Expectations

### Base Fee:

To be paid in the main office and includes all materials you may use during the class that have to be replaced annually.

- Materials may include Cable, Connectors and any other “disposable” media and materials

**Note: Your base fee does not cover the following:**

- I suggest you purchase at least a 2GB Jump or Flash Drive
- Head phones

### Grades:

Grades for this class are based on the following areas:

- Daily Effort, behavior, Attendance/Tardiness, altitude, and cooperation with other students in a team atmosphere on projects
- Quality of all Assignments
- Meeting Assignment Deadlines
- Chapter Questions and minilabs
- Projects/Presentations and Handouts
- Keeping a Notebook

**Note:** Track your own grades. **Interim** reports are mailed and parents contacted for any grade below C.

### Attendance:

- Attendance and tardiness are recorded daily. **The school tardy policies are strictly enforced.** Refer to your Student Handbook
- Students must have proper written and dated pass from instructor to enter or leave the classroom.
- Be here. Student's participation in class is part of grade.
- Students are expected to be in the classroom and seated when the bell rings.
- In the event of an absence, the student is responsible for finding what work they missed.
- If an assignment is due day of the absence, the assignment is due the day and period the student returns to class.
- Assignments given during an absence, the assignment is given the amount of days of the excused absence added to the deadline.
- Projects and Presentations are made up within two days of return to class.

**Classroom Rules:** Consequences can include detentions, calls home, referral to Dean, and even removal from class.

- Conduct yourself in a mature manner and responsible manner at all times.
- Respect and cooperate with the instructor and classmates.
- **Profanity or derogatory slang will not be tolerated!**
- Theft of property or student work **WILL NOT** be tolerated.
- Demoralizing words, gestures, or behavior towards the instructor or students **WILL NOT** be tolerated.
- **Do not use computers without instructor's permission.**
- “Suffering the Web” is not permitted unless related to a class project and permission is given.
- Be on time and seated when the bell rings.
- Raise your hand if you need help in open lab setting or if you have a question in class time.
- No talking during evaluations.
- No food or beverages around computers.
- **All Assignments and Projects must be Edited and/or Completed during class.**
- No cheating. Instructor decides what cheating is.

### Technology Education Department Rules:

- No Video or pictures of inappropriate material is allowed to be processed, worked on, or even brought in the school labs or school grounds.
  - Inappropriate material includes any picture or video of drugs, alcohol, violence, and suggestive sexual material. The instructor, dean, and administrators reserve the right to decide what appropriate or inappropriate material is.
- No video or pictures shall be taken of or worked on of fellow students that are demeaning or degrading in any way. The instructor, dean, and administrators reserve the right to decide what could be demeaning or degrading or harmful to other students.
- Remember, all work (video or pictures) are school property and subject to search at any times. If demeaned inappropriate or in violation of school policy appropriate disciplinary action will be taken.
- Do not urn in classroom/lab or studio. No horseplay.
- Do not use school equipment, materials, or supplies without asking instructor.
- The computers are only available to students during their assigned class time. The computers are not available before or after school. The instructor must be present for students to work on the computers.
- Respect other students and school's property.
- Report all accidents, hazards, or broken equipment to the instructor at once.

## Course Summary and Instructor Expectations

- Students are not to be in the studio at the beginning of class until attendance is taken and permission is granted
- Unexcused absences or tardiness are not tolerated, and are referred to the dean for disciplinary action. Refer to the student handbook.
- **NO** students are allowed to come down to work on projects from lunch, study hall, before, or after school.

**Note:** Failure to comply with these rules will result in discipline according to class rules and student handbook or removal from class or privileges including use of equipment or food/drink in class.

### Equipment Sign-Out Forms:

- Students who borrow school equipment must have written permission slip from a parent or guardian before equipment can be used.
- Equipment must be properly checked out by the student. Failure to do this correctly may result in a loss of equipment privileges.
- Students are financially responsible for any damage to school equipment while operating it.
- Students are financially responsible for lost or stolen cameras.
- The school or the instructor reserves the right to limit the student's access to certain pieces of equipment or areas.