

Computer Science Classroom Guidelines:

All Computer Science (CS) classes at Garfield High School are for Occupational Education (CTE*) credit, and they are designed to prepare students for future careers with:

- The goal to help students develop 21st Century workplace skills
- Higher expectations of professional behavior, independent effort and team cooperation
- Leadership roles and teamwork opportunities
- Expectations to follow our Professional Classroom Standards, Classroom Procedures and Garfield Rules

* Career & Technical Education

Our Professional Classroom Standards:

1. **Respect:** respect and encourage fellow students, yourself, and the teacher, allowing us to benefit from all our contributions.
2. **Safety:** always act safely, follow safety procedures, and help others to act the safest; the limb you save may be your own.
3. **Learning:** participate in the learning process by listening to, suggesting and trying out new ideas.
4. **Teamwork:** assist other by sharing your skills cooperatively to help everyone succeed.

Classroom Procedures include:

1. Be in your seat with all materials ready for class when the bell rings, and begin the displayed daily "Warm Up" activity. (Make sure to have your supplies i.e. pencil, pen, paper and notebook.)
2. During presentations and discussions, respect those speaking by keeping eyes forward and not talking out of turn or to others. Wait your turn if you have a comment or question.
3. The Bathroom Pass cannot be used for first and last 10 minutes of the period. Sign out the Bathroom Pass before leaving the room and record the time when you return.
4. Cell phones, MP3 players and other personal electronics are to be silenced and not out during class, unless as part of a class demo. Use will result in the item being taken and repeated offense will follow Garfield HS policy (i.e. sent to your Administrator).
5. Only water in capped bottles is allowed during class in the entire classroom and lab, any other food or beverages must remain in backpacks.
6. Class work needs to be made up for the day of Excused Absences; additional time will be allowed, but you are responsible for completing work promptly – that material will likely be needed in future classes' assignments and/or quizzes.
7. Always follow the Student Network Use Agreement when using the computers.
8. Unexcused Absences or Tardies will result in loss of class work points for that day – if you are not at work, you don't get paid.
9. If your grade drops below a C, your parents/guardians will be receive a call.

Failure to follow the above Standards & Procedures during class, will result in loss of classwork points for the day. You are paid to act professionally with these points.

Escalation process for Major Infractions:

1. First incident will result in a “Guideline Infraction Notice” to be reviewed, completed and signed by the student.
2. Second incident will result in contacting parent/guardian to develop an “Action Plan” with the student to be signed by parent/guardian and student. Student will likely receive a detention.
3. Third incident or failure to follow the Action Plan will result in an Administrative Request.