

## Computer Science Classroom Guidelines:

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

- The goal to help students develop 21<sup>st</sup> Century workplace skills, including:
  - Critical Thinking & Problem Solving
  - Creativity and Innovation
  - Communications and Collaboration
  - Information and Media Literacy
- Higher expectations of professional behavior of initiative & self-direction as well as team collaboration
- Leadership responsibilities opportunities
- Expectations to follow our Professional Classroom Standards, Classroom Procedures, the Garfield Way and our school Rules

### 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.

**Professional Classroom Procedures** include the following:

1. **Be 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. **Respect those speaking** during presentations and discussions, by keeping eyes forward and not talking out of turn or to others. Wait your turn if you have a comment or question.
3. **Your neck should support your head during class.** Placing your head in your hands or on the table is not respectful and tends to relax one into sleep.
4. **Sign out the Hall (Bathroom) Pass** before leaving the room and record the time when you return. If you are out more than 10 minutes, you will be marked absent for the day. Not signing out will lose you the right to use the Hall Pass. The Pass should not be used the last 10 minutes of the period.
5. **Cell phones, MP3 players and other personal electronics** are to be silenced and not out during class, unless allowed explicitly for an exercise or lab; if you need to use them please tell Mr. Bergquist. If he sees them out, he will ask you what you are doing. Inappropriate use will result in the item being taken and repeated offense will follow Garfield HS policy (i.e. sent to your Administrator).
6. **Earphones should be away** in your backpack or pocket during class, unless explicitly allowed to use them. Ask if you have a special request, like listening to an instructional video.

7. **Only water in capped bottles is allowed during class in the classroom and lab**, any other food or beverages must remain in backpacks. The “Breakfast Club” table can be used for snacks during the first 5 minutes of class or to take a break on block days when in the lab. It is there for a snack, not a meal.
8. **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.
9. **Always follow the Student Network Use Agreement** when using the computers.
10. Follow our **Garfield HS Ethics Policy** – only turn in your own work, especially on individual projects
11. **If you arriving late to class, enter the classroom quietly** and fill out the tardy form appropriately.
12. **Unexcused Absences or Tardies can result in loss of class work points** for that day – if you are not at work, you don’t get paid.
13. **If your grade drops below a C**, your parents/guardians will be receiving a call. This is a Garfield policy. In AP classes, a solid C may also result in contact of your folks.
14. **Students will maximize class experience by following Garfield Way and our additional school guidelines & policies**; see your student handbook.

**Following these Standards & Procedures is required to receive classwork points for the day.** You are paid to act professionally with these points.

Just in case:

**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.

**NOTE:** Our Computer Classroom Guidelines are always open to improvements and accommodations, let Mr. Bergquist know if you have suggestions on how to improve them for us all. Thank you.