



### Emergency Drill-

Very promptly, you will line up at the door. We will go in a quiet, orderly fashion to our designated area. **Be mature, you never know when it could be the real thing.**

### Visitors in the Classroom-

At any given time we may have visitors such as a guest speaker, principal or parents in the classroom. You are always expected to maintain excellent behavior, welcome visitors.

### Substitute Teacher-

You will give the same respect to a substitute teacher that you would give Coach Sweatman. Behavioral infractions when a substitute teacher is present will not be tolerated, any negative mention of your name in the substitute's notes will be investigated immediately upon my return.

### Staying Caught Up on Business topics-

**Tutorials:** I teach out of 5 classrooms but will be available between 8:00 until 8:30 every day - please email so that we can find a place to meet.

**Web Help:** All study guides, PowerPoints, notes, assignments and videos are posted on our Google Classroom.

**Google Classroom:** In addition to daily agenda and class copies, google classroom will be our primary way of interaction during and after class. Turn on notifications for Google Classroom and use the code below to join our classroom.

## 6th: [rfibceu](#)

### Academic Integrity-

Each student in this course is expected to abide by the Boerne ISD Code of Conduct and Student Handbook with regard to Academic Integrity. Any work submitted by a student in this course for academic credit will be the student's own work unless otherwise specifically directed by the teacher. Plagiarism will not be tolerated.

### Grading Policy:

Major Grades 50 % (Projects and Exams)

Minor Grades 50% (daily work)

**Late Work: 10 pts off for each class period that it is late**



**\*\*After 3 week grading period ends (progress reports and report cards) = Zero\*\***

### Test Retakes-

Test retakes for any grade under 70 are available one time per test. The maximum grade of 70 applies and the student must present their own completed study guide showing an attempt to prepare before test retakes can begin. Tutorials are a great time and place to work with your teacher to finish study guide and prepare for retake.

- **Student and Parents/Guardians – please read the information contained in this packet.**
- **Sign the acknowledgment form to indicate you have *read and agree* to guidelines.**
  - **Please return the signature page next class.**
  - **Email [Jason.sweatman@boerneisd.net](mailto:Jason.sweatman@boerneisd.net) with any questions.**

# General Classroom Standards

1. **BE ON TIME** when the tardy bell rings and sit in your assigned seat. If you are tardy, report immediately to the attendance office for a tardy slip. *Because I float, someday you may beat me to class, begin as if I was there!*
  2. Stay **ON TASK** the entire class period and bring all supplies necessary to class.
  3. You are not allowed at any time to play computer games. **If projects and assignments are complete:** students may read a book, work on other school assignments, use the internet, and practice other software applications.
  4. Save your batteries. Turn your **phone OFF** during class and keep in bag. (Ditto for headphones/watches)
  5. You **MUST WEAR your ID** on your lanyard around your neck - NO exceptions.
  6. Drinks and food are not permitted in the computer lab.
  7. You are responsible for **keeping your work area clean**. At the end of the class period, be sure to return books to the appropriate place, log off the computer and push the chairs under the desk when dismissed by the teacher. Respect the personal space of others.
  8. Do not move any equipment or furniture or intentionally damage anything in the classroom. Every computer station has a number that corresponds to its CPU and hardware. CPUs should remain stationary to avoid disconnection of the power cord or detachment from the network. Also, do not sit on computer tables or lean back in your chair—it is dangerous. **PLEASE AND THANK YOU.**
  9. Please do not write in textbooks, on computers, tables, each other, etc. (Doodle in your binder)
  10. FOLLOW ALL INTERNET RULES CAREFULLY!
  11. Do not load any outside programs (from CD, Internet, or USB devices).
  12. It is imperative to attend class daily. You miss “hands-on” activities and lessons if you are absent. This is not the type of class where you can simply take the book home and complete the make-up work.
  13. No restroom breaks the *first* or *last* 10 minutes of class.
  14. Follow our 5 CORE VALUES: Integrity, Process, Attitude, Responsibility, Relationships
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Student Print name \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Print name \_\_\_\_\_

Parent Signature \_\_\_\_\_