



CLASSROOM MANAGEMENT AND DISCIPLINE PLAN

Computer Lab Expectations

- 1) Be on time to class.
- 2) Be respectful to the teacher and fellow classmates.
- 3) Be prepared for class.
- 4) Be responsible for your class assignments and behaviors.
- 5) Please leave all food, candy, and gum outside of the classroom.
- 6) Refrain from horseplaying.
- 7) Follow Computer Lab Policies and Procedures.

Computer Lab Policies and Procedures

Attendance Policy

Attendance is very important in this class. **YOU MUST BE PRESENT 60 MINUTES TO BE COUNTED PRESENT.**

Tardy Policy

Tardies to first period

- Unexcused (less than 5 minutes)
 - Students who arrive at school within the first (5) minutes of their first period will report directly to class and will be marked as tardy in the class tardy register.
- Unexcused (more than 5 minutes)
 - Students who arrive at school more than (5) minutes late should report to the attendance office to receive a pass to class. The student will not be admitted to class without proper documentation from the attendance director. The 2nd tardy of this kind will result in a discipline referral.

Tardies to second, third, and fourth periods

- Unexcused (less than 5 minutes)
 - 1st tardy: Tardy register will be noted and student will be notified
 - 2nd tardy: Tardy register will be noted, student and parent will be notified by letter or phone.
 - 3rd tardy: Tardy register will be noted, student will be notified and a referral will be completed and sent to assistant principal for proper discipline.
 - 4th tardy and subsequent tardies: Tardy register will be noted, student will be identified and a referral will be completed and sent to assistant principal for proper discipline.

Restroom Policy

There is a restroom located near our classroom. Students should request a restroom break for emergencies only. Please remember that this is a privilege, not a right. It may be taken away at anytime if you do not follow procedures.

(Straight There – Straight Back – Without Disruption – Acceptable Time Limit)

Hall Pass Policy

Students will not be allowed to leave the classroom for any reason unless special permission is given (teacher discretion). I **will** ask you why you need to leave the classroom. I have the right to refuse any request.

Water Fountain Policy

There is a water fountain located right outside the doorway. Students may leave the room quietly to quickly get a drink of water without disrupting others. This is a privilege, not a right. It may be taken away at anytime if you do not comply with the rules.

Food and Drink Policy

There is to be no food, candy, or gum in the lab at any time. This is not negotiable. If caught with any of these, you will receive an initial warning and will be asked to discard it. If it happens again, a referral will be written and will be turned into the assistant principal. Drinks are allowed providing they have a twistable cap and remain on the floor. Failure to follow the Drink Policy will result in loss of privilege.

Cell Phone or Electronics Policy

If I see or hear your cell phone I will issue you an initial warning, if it happens again, I will write a referral and will turn it into the assistant principal for disciplinary action.

Computers

Computers located in the Business Lab are subject to the Network Code of Conduct located in your student handbook. Please note that Internet access is provided for educational purposes only. You are expected to act responsibly, ethically and legally when utilizing this privilege.

Assigned Work

Students are expected to complete all work given in class by the announced due date. If students are unable to complete the assignments within that period of time, they may complete for homework and turn in the very next day without penalty. After that, no credit is given.

Missed Assignments

It is the student's responsibility to make up any incomplete or missing assignments from absences on his/her own time outside of actual class time. If there is a need for teacher assistance while completing missing assignments, I am available before school and after school by appointment only. Missing assignments must be completed within (3) school days of return and must be signed for at pickup and submission. If assignments are not submitted within the (3) allotted school days, credit will not be received.

Discipline Plan

Discipline is very important in my classroom. Students will be taught what is acceptable and what is unacceptable before any self decisions for the classroom will be made. My discipline philosophy will teach students how to behave properly while showing courtesy and respect for other students in the classroom. If students choose to disobey a rule or cause a disturbance in class, then following will take place:

1st Offense – Verbal warning

2nd Offense – Parent will be contacted and will receive a written warning

3rd Offense – Teacher Detention: 30 minutes before or after school and parent notification

4th Offense – Possible class removal/Administrative Discipline Referral and parent contact

****PLEASE NOTE: IF BEHAVIORS ARE DETERMINED TO BE EXTREME OR EXCESSIVE, CONSEQUENCES MAY BE ELEVATED ACCORDINGLY!**

