***Chester (Chuck) Hawkins***

**CLASSROOM POLICIES AND PROCEDURES**

**COMPUTER SCIENCE (CS)**

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Welcome to Computer Science!  I am looking forward to an exciting semester of learning and fun.  In order for you and your parents to understand what will be expected of you in the coming semester – I am providing information detailing my classroom policies and procedures.

I will keep my webpage up-to-date, so parents, you can stay informed of what is happening for your child in my classroom.  I have all required information on Schoology and also all assessments, quizzes, exercise, and presentation are available there. Schoology will show you assignments, projects, tests and other pertinent information.  However, if there is something you require never hesitate to contact me at the email address above.  There will also be a syllabus showing the proposed schedule and all class activities available on Schoology.

Please review and discuss this information with your parents.  You also have received a letter that requires both you and your parents’ signatures which is to be returned to me.  This letter will be kept in your file which remains in the classroom.

Keep all pages of the policies and procedures in your CS notebook for future reference; along with all information presented in class.

**MATERIALS AND SUPPLIES**

The following materials should be brought to class each day for use; writing instrument and paper.

**NOTE: Writing Instrument (no mechanical pencils)**

Note: Mechanical pencils contain graphite, this is a very conductive material, if a piece migrates into a computer; the computer can be a total loss due to electrical issues.

Wish List

Paper Towels Kleenex

Parents:  The “needs” are few, but anytime I can get donated computer parts or complete old systems is great. Also, if you have systems that you would like to have “updated” your student can work during breaks and before school to do any work with me supervising. This gives the student experience and confidence for future endeavors. If things “pop-up” during the year I may ask for additional supplies. As always, thank you for your support.

**GRADING POLICY/MISSED ASSIGNMENTS**

Students are responsible for turning in ALL completed work in a timely manner.  Any materials turned in late may be given a lower grade or may result in a zero.  If a student is absent, work may be made up according to the Autauga County Handbook.  Since each student is in possession of a syllabus that shows all graded material due dates; it is the responsibility of the student to make up any/all missed assignments.

If a test is missed, it is the responsibility of the student to make arrangements with me to complete the test within three days of return.

Assignments are graded based on the “point” system.  Points will be assessed based on the amount of material covered.  These points can then be converted to a percentage, i.e., Possible 230 – Points earned – 176 = 176 divided by 230 or 76.5%.  For a complete breakdown of points available see the syllabus that will be given to your child on the first day of class.

**CHEATING WILL ALWAYS RESULT IN A ZERO AND CLOSER SCRUTINY ON ALL SUBSEQUENT WORK.**

**CLASS RULES**

All rules are to be followed **without exception**!  Any deviation from the rules will result in disciplinary action.

**When the bell rings class starts…be ready to go**

**Follow directions as they are given…lab time gets cut first.**

**Respect others and their property.  If it isn’t yours – hands off!**

**Bring ALL materials to class each day.**

**Raise your hand and wait quietly and patiently for recognition before speaking out.  Everyone may like to talk, but no one likes to be interrupted!**

**Speak and act in a respectful manner.**

**Have respect for the equipment and tools you will be using.**

**Accidental breakage is to be expected, willful damage is not.**

**BEHAVIORAL EXPECTATIONS**

Instruction will begin promptly.  As you enter class, you will have an assignment listed to begin.  This means being tardy puts you behind at the start.  Tardiness interrupts class and causes you work outside the classroom and if it continues, this can lead to detention, ISS or worse.  An unexcused tardy is an immediate morning detention.

Time between classes is to be used for going to lockers and utilizing the restroom.  Time between bells is for instruction.  Restroom use is a privilege during class – do not abuse it.  Unless there is a medical need, restroom breaks during class will be very limited.

**ANY BEHAVIOR**that interferes with instructional time is unacceptable and will result in the following which is recorded and kept on file:

|  |  |
| --- | --- |
| 1st Offense | Verbal Warning |
| 2nd Offense | Break Detention |
| 3rd Offense | Phone Call Home |
| 4th Offense | Parent/Teacher Conference |
| 5th Offense | Office Referral |

\*\* Depending on the severity of the offense – steps may be eliminated for the good of the class.

**PROCEDURES**

Attendance – attendance is a crucial part of your learning!  If you miss school, be sure to make up **ALL** work and turn it in!

Passes – students will not be accepted into class without a pass.

All students who leave the room during class must sign in/ out on the “Pass Log” located by the door.  If you do not sign out properly, your privilege to leave the room will most likely be revoked.

When using classroom materials (scissors, rulers, calculators, computers, etc.) please return them to the correct location so others may also use them.  Be respectful of classroom items.  These are for everyone’s use and if you abuse the item and damage it not only you, but all your fellow students suffer.

Assignments are all listed in the syllabus and on the Schoology website.  This means your child knows what is coming up and should never be surprised by an assignment or due date.