

Five Conduct Rules

1. **How seats are assigned:** You will be allowed to sit in the seat next to a computer of their choosing for the first week as we go over computer procedures and rules. If you handle your seat well for the first week, you can make that seat next to the computer your official login computer. If not, a new designated seat will be assigned.
2. **What to do before the bell:** Start computer, login to account, and open notebook if it is going to be a lecture day. I will let you know in a previous class if it is a work or lecture day. If lecture day, resume or start appropriate project.
3. **Drinks, food, and gum:** Drinks must be water or Gatorade/Powerade, and in a spill proof personal bottle. This prohibits any type of pop or Gatorade bottle. No food is allowed. Gum is fine unless you are seen playing with it.
4. **Bathroom and leaving class:** If during lecture, please leave room if it cannot be held in any longer. Otherwise, simply tell me during work time. You may come up to my desk or raise hand.
5. **Leaving at bell:** If I am talking do not pack up your things. **Wait for me to finish!** If we are working on computers, I will let you know two minutes in advance to start packing up. If you notice there is two minutes left, and I have not reminded you, please inform me. I will need your help on this.

Five Academic Rules

1. **Materials required for class:** A pencil and paper is all you will need. I will let you know if additional tools are needed in a prior class.
2. **Note taking:** It is not required that you take notes. However, quizzes and or tests may allow for use of notes. If you do not have notes, you will not be able to use any outside materials for quizzes and tests. Also, if you miss notes come to me. I will let you observe the content we went over, but will not write it or print it out for you. You will write out notes as everyone else.
3. **Communication during group work:** You will be allowed to talk to one another during group work as much as needed for help. However, if you choose to goof around and not get work completed in time, your grade will suffer. I encourage you all to help one another, as it will only benefit you on tests. Discussion will not be allowed for tests or quizzes. If caught talking during either a test or quiz will result in a zero.
4. **Makeup work:** If you know you are going to be gone in advance, you must let me know in advance. If you do not, you will receive a zero. If the absence is a surprise, i.e. illness, a makeup assignment will be given due the number of days you were missing after the original due date. If you missed lecture, you

will be allowed to view the presentation as was explained in the note taking rule.

5. **Violation of due dates:** Your grade will drop 20% each day late. On the fifth day late, you will receive a zero. You may still hand in assignment, as old assignments may help you study and prepare for tests and other projects.