

## *Computer Science With Major Salas Classroom Policy and Rules*

### **General Expectations:**

1. Come to class prepared. This includes notebooks, paper, writing utensils, etc. You will not be excused from the class to get items from your book bag or wherever they were left.
2. You will not be allowed out of the class to check out of school unless you have brought a note stating when, why, and who will be providing your transportation and who gave permission. I will also accept an e-mail from your TAC or commandant's office.
3. If you need information or do not understand, it is your responsibility to ASK! If it was a case of inattention to the directions on assignments please ask another student or myself AFTER class. I will not take up valuable class time to repeat assignments or directions. PLEASE, pay attention the first time.
4. **Do not** sleep during class at any time. **Do not** mark any components or furniture.

### **Classroom Courtesy:**

1. I will respect each and every person in this classroom. I expect the same courtesy. In addition, I expect to see and hear the same between all of you.
2. DO NOT bring your book bag into my classroom. They belong in the cubbies in the hallway. This room is not big enough for all of your book bags and us too!
3. Scratch paper is available at your request when required in a box marked RECYCLE located near the laser printer. Please place all reusable paper in this bin. If you press the 'print' command once and nothing happened, check the printer **before** you press the print command again. PLEASE SAVE OUR FORESTS!! Unnecessary printing will result in an H-offense (Computer Usage Violation).
4. Please be mindful of the need for only ONE person to speak at a time. If you have something to say, please raise your hand before you open your mouth!
5. Your assigned seat is your responsibility, if you notice any problems with your assigned desk, chair, monitor, mouse, keyboard or cords report them **immediately**. Safety is our number one priority! Do not DE-FACE OR VANDALIZE the desk, chairs, or desktop workstations! DO NOT beat on the desk or any part of the computer.
6. NO EATING, NO DRINKING, NO EXCEPTIONS!
7. Disruptive behavior, personal verbal attacks, or any type of behavior that interferes with the learning processes of any student will not be tolerated! Leave it outside the classroom! DO NOT touch other cadets – respect their space, and they will respect yours.
8. I will notify you when I am to be absent, however, if an Emergency arises I expect ALL regular classroom policies and rules to be followed. Any reports of misbehavior that I receive from a substitute teacher will result in an I-offense (Disrespect of a Faculty Officer/Teacher/TAC).

### **Tardiness and Absences:**

1. The cadet handbook is rigidly followed and enforced.
2. Any cadet who is not in the room when the late bugle sounds must report to the office, sign out, and receive a pass to return to class. The Office will write the proper demerits and you will only be excused by a written excuse from whoever caused you to be late.
3. If you are going on leave the day an assignment is due, it is your responsibility to make sure that the assignment is turned in **before** you leave campus.

**Special Rules for Group Work:**

1. Respect and safety is our number one priority. Each of you is responsible for maintaining a safe and productive working environment.
2. On group assignments, each of you must do your part of the assignments. Anyone not doing his part will be required to do the entire assignment independently or receive a lower grade.
3. You are responsible for keeping the noise levels to a minimum.

**Grades:**

1. Homework and Class work (individual assignments), Oral Presentations (group and individual), Test/Quiz, Class Participation. You are given daily credit for coming to class on time and participating including work ethics (being that we are a PC Lab), a possible 25 points per day averaged in with your weekly test/assignment grade. If you come to class on time and participate, you will receive 25 points. If you are late to class but you participate, you will receive 20 points. If you come to class on time but do not participate, you will receive 15 points. If you come to class late and do not participate, you will receive 10 points. If you do not come to class, you will receive no points.
2. Due dates for all work and projects will be clearly defined. If you fail to turn in an assignment when it is due, it is YOUR responsibility to inform me as to the reason why. Unless you have a VALID excuse for your work being late, 5 points per day will be deducted from your grade on the assignment. If you are not going to be present the day an assignment is due, **it is your responsibility to turn it in before you leave!**
3. Makeup: One day for each day absent is automatically in effect for any excused absence regarding assignments or presentations or tests. You must makeup the gradable items. After this period, you will receive a grade of ZERO!
4. Your grade will be kept on a spreadsheet program and available for your verification by appointment.
5. I am always available before and after school if help is needed. PLEASE contact me early during the grading period if you are having problems with the material. Do not wait until the end of the grading period to ask for help.
6. CHEATING in any form will not be tolerated and will result in a ZERO for all parties concerned. (i.e.; copying on tests, homework, class assignments, or quizzes). Remember, **plagiarism** is a form of cheating. Cheating will result in an Honor Code Violation/ I-offense.

**Notice:**

*Classroom rules and policies are subject to change without prior notification when determined to be under the appropriate circumstances. Please understand that these rules are your warning.*

*The most basic rule of the Riverside Military Academy Corps of Cadets is the willing response-prompt obedience-to the mature, reasonable, necessary and lawful orders of all Faculty members and Cadet Leaders. All Cadets are required to comply with the spirit of this rule.*

**Cadet Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Cadet Signature:** \_\_\_\_\_