

ACADEMIC AND CLASSROOM BEHAVIOR POLICIES

CONDUCT: Students are expected to adhere to the conventions of acceptable classroom behavior and to act as responsible adults. All students are expected to treat each other with respect and to maintain a professional demeanor and attitude that is conducive to instruction and learning. Profane language is unacceptable. Common courtesy is expected. The instructor will be the final arbiter of what is deemed appropriate behavior.

GRADED MATERIALS: All assignments related to this course must be given to the instructor during the class period or in the instructor's office. Assignments can also be placed under the instructor's office door by the specified deadline. The instructor will not be responsible for assignments given to him outside the classroom or office.

Multiple page assignments must be stapled together. Your name must be clearly and legibly written on all pages of the assignment. Assignments without a name will be penalized 10 percent of the attained grade. Assignments that are illegible or torn from a spiral bound notebook will not be accepted. Assignments will not be accepted after the end of the class period on the specified due date unless an alternative is explicitly specified by the instructor.

ATTENDANCE: Consistent attendance is the most important component of academic success and can have a direct effect on your grade. While being monitored by the instructor, it is the responsibility of the student to attend classes.

MAKE-UP POLICY : No missed assignments can be made up unless it is the result of an excused absence. Excused absences are those resulting from official school events or school sanctioned club events. Notice of the pending absence must be given to the instructor no later than the last class meeting before the absence. Verification of the event and student participation must be given to the instructor by the school or the sponsor of the respective club. Unexpected absences resulting from sudden illness or immediate family emergencies will be taken into consideration. Reasons for these absences must be corroborated for them to be considered. It is the student's responsibility to make arrangements with the instructor to make up assignments. Arrangements must be made prior to the absence in the case of an expected excused absence and no later than the beginning of the class meeting following the absence in the case of an unexpected excused absence. Unless prior arrangements with the instructor are made, no assignment can be made up once the original class assignment is graded and returned to the class.

TARDINESS: Class begins at the time listed on the schedule. Students are expected to be in class and ready to begin at that time. Tardiness is distracting to the instructor and other students. Instructions, notes, and assignments given to the class before the arrival of a tardy student will not be repeated.

ACADEMIC DISHONESTY: If you commit an act of academic dishonesty, the student will be penalized to the fullest extent outlined in the student handbook.

DRESS: Students should be appropriately and reasonably well dressed in the classroom or lab. Shoes must be worn to class. Safe and appropriate clothing, jewelry and footwear are a must around tools and equipment. Students should refrain from presenting themselves in a manner that distracts others from the learning environment.

TOBACCO: The use of any tobacco products is prohibited in government buildings. While outdoors, please dispose of tobacco products properly. Those who do not dispose of tobacco products properly will be asked to clean area. Smoking is not allowed within 25 feet of any building entrance.

PHONES/BEEPERS: Cellular phones and/or beepers must be turned to the **off** position or not brought to class or labs. If a student's phone rings during class and disrupts the learning environment, they must immediately leave the class regardless of that day's scheduled activities and surrender all assignments in which they are currently involved as completed, including exams. The remainder of the class will be given a quiz after the offender leaves the class. The student will not be able to return until the next class meeting **and** the student verbally apologizes to the class and instructor for the interruption.

OTHER COMMENTS:

Feel free to ask questions and bring up discussion pertaining to the topic in or out of the classroom. If you cannot come by during office hours, please make an **appointment** with me. If you need to leave a message, I have a message board on the front of my office door

If there is any student in this class who has special needs because of learning disabilities or physical disabilities, please feel free to come and discuss this with me in my office.

If you become sick or very uncomfortable during class, please feel free to leave the room. If you need assistance, please get my attention or a fellow classmate to assist you.

