

Program: Business & Computer Science  
Career Pathway: Computing  
Grades: 9, 10, 11, 12

Teacher: Kenneth R. Lee  
Email: [lee@fultonschools.org](mailto:lee@fultonschools.org)  
School: Roswell High School



## Daily Classroom Procedures & Expectations CONTRACT

### Daily Procedures

#### To Begin Class

- Be in assigned seat when the bell rings
- Do not bring any food or drinks into this classroom.
- Book bags should be placed under desk or table – not on top of tables
- **Read the whiteboard or overhead for “Clock Starter” activity.**
- Log on to computer unless instructed otherwise
- Read any/all instructions on whiteboard at front of class
- Read the “Essential Question” for today – also on whiteboard
- Begin Clock Starter Exercise

#### Clock Starter Exercise for Digital Design Classes!

- **SAT Word of the Day**  
<http://www.nytimes.com/learning/students/wordofday/>  
Type both the vocabulary word and its definition into your satStuff.doc file!
- **SAT Question of the day**  
<http://apps.collegeboard.com/qotd/question.do>  
Do your best to answer the question correctly!  
No need to type this one...

#### Students that are tardy...

- Do not interrupt the teacher to show your note – simply place it in the basket next to the tardy book.
- Students that are tardy are expected to complete Clock Starter regardless of how late they may be.
- Proceed directly to your assigned seat and get to work.

#### Bathroom and Passes

- Students wishing to leave the classroom are to wait until the teacher has finished with lecture to ask permission to leave. Please do not interrupt.
  - Absolutely no hall passes or bathroom breaks in the first or last 10 minutes of class!

#### Emergency Procedures

- In case of an emergency, the students are to follow the teacher to the specified area.
- Our route is right out of the room, down the hall out the double doors across outdoor classroom and then group up underneath pin oak tree!
- **Students are to stay with the class at all times!**
- The teacher will take roll to insure all students are out of the building.
- If there is a tornado warning, the students are to remain in this classroom sit down underneath the desks for overhead protection.

## Basic Procedures

- Students will be expected to follow dress code regulations. Appropriate dress is required in the workplace. No hats. See Agenda for detailed rules.
- When we have visitors, students are to be respectful and attentive.
- Students are expected to following the acceptable internet and network guidelines in their TELECOMUNICATIONS ACCESS CONSENT AND WAIVER and Acceptable Use Policy for Mr. Lee's IT Classes in addition to those rules outlined in their student agenda book.
- Students do not need to ask permission to sharpen their pencil, get tissue/blow nose, retrieve textbooks/notebooks or other student materials that the teacher gives permission for before using.
- Students need to respect the teacher's property, desk, computer, and closets/cabinets – these areas are off limits to students.
- Food and drinks are not permitted in the IT classroom. Your drink will be thrown in the trash can if it is by your workstation.
- Chat rooms and on-line gaming will not be tolerated unless authorized by your teacher for educational purposes.

## Materials Management

### Assignment Preparation

- Most assignments are to be typed unless otherwise noted.
- The proper heading for assignments includes your name, the class name, class period, the assignment title, and the date.

#### EXAMPLE:

Kenneth Lee Excel Spreadsheet -Small Business Books	Computer Applications 3 <sup>rd</sup> Period 08/15/07
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\*Note: AP CompSci students will receive specific instructions for their program documentation!

### Saving Instructions

- SAT Word of the Day assignment needs to be entered and saved daily in one MS Word document. Teacher will ask for completed list at end of each grading period. Do not print this out until requested.
- Student folders are to be organized by Unit (we will construct later) on their Z-drive
- Student assignments are to be named by assignment name as indicated by the teacher and they are marked with your id number by the computer.

### Assignment Turn in

- DO NOT PRINT assignments unless teacher specifically instructs you to!
- All assignments must be saved on the computer. DO NOT SAVE on your flash drive or in the myDocuments folder. ONLY SAVE on your Z drive!
- At no time will the printer be used without explicit instructions from the teacher.

**Plagiarism is not cool. So, don't do it!**

### Late Work

- 1 day late = 10% penalty
- Up to 1 week late = 30% penalty
- 50% penalty for any/all assignments handed in after that.

### **Make-up Work**

- Students missing tests and quizzes & major projects will need a doctor's note or a phone call to the teacher from a parent in order to make up a test, quiz, or turn in a late project or a zero will be given.
- Tests and Quizzes will be given during teacher's lunch period, planning period, or after school on a day selected by the teacher.
- The teacher WILL NOT come and ask you for your work, it is your responsibility.

## **Behavior Expectations**

### **Lesson Begins**

- If teacher is lecturing, minimize all software applications, do a 180 in chair and give undivided attention to front of classroom
- Otherwise, begin lesson plan as outlined on whiteboard at front of class

### **Lecture, Discussion and Notes**

- During lecture, students are to remain quiet and respectful of the teacher as well as other classmates.
- Most lectures will have an accompanying activity or task.
- During discussion, students are to raise their hand and wait to be addressed.

### **During Activity Time**

- Students will read the directions before asking any questions.
- Students are to stay in their seat unless the activity directions say otherwise.
- Students are to keep their voices classroom appropriate - "inside voice".
- Students are to ask another student for clarification before asking the instructor.

### **During Group Activities**

- Students will typically be assigned into small groups or into pairs.
- Students will be respectful of each group member and their opinion.
- Each member of the group will have an assigned job or task.
- If groups need help, only one student is required to get the teacher's attention and assistance.
- ***Students wasting time in their group or not pulling their weight will receive a zero.***
- Treat group project materials as if they were your own.

### **Dismissal**

- The goal here is to leave the room and your workstation in the same way you expect to find it when you start your class.
  - Respect your classmates coming into their next period!
- Teacher will announce to class when they have 3 minutes left.
- Students must log off of their computer.
- Students are to put up all materials and textbook in the correct location.
- Materials must be returned, log off computers, and dispose of any trash!
- **Students will stay at seat until the bell rings.**
- Students will push in chairs when the bell rings and leave their workstation in a neat and orderly manner.
- **Students ARE NOT to stand by the door waiting for the bell.**

### **Cell Phone & iPod Policy**

- It is the policy of Roswell High School that all cell phones be turned off inside the classroom except at the teacher's discretion.
- Please remove all earbuds and place phones in bookbag.
- If the teacher hears or sees a cell phone, school policy dictates that the item should be confiscated and turned into the front office with Mr. Coyle.
- And, the student is expected to willingly comply with any request to hand over the item.
- Again, smartphones are allowed at the teacher's discretion only.

### **PHILOSOPHY WITHIN THE CLASSROOM**

#### **What's My Teacher's Job?**

- To teach me
- To learn from me
- To respect me for who I am today and who I will become tomorrow

#### **What's My Job?**

- To learn from my teacher
- To learn from my fellow classmates
- To show respect to my teacher and any other adult that enters my classroom
- To respect each and every one of my classmates for who they are today and who they will become tomorrow

**These procedures were created to help my fellow students and the teacher work together for a more successful year. I understand and have reviewed the above procedures. I will put these procedures into practice in the classroom.**

**Student Name** \_\_\_\_\_ (please print)

**Signature** \_\_\_\_\_

**Course Name / Class Period** \_\_\_\_\_ / \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### **A QUOTE TO REMEMBER**

**To all of the dreams that boil inside of you...  
Grant them reality for only within you is the power to create them!**