

Mr. Harned's Classroom Procedures & Expectations

- "Eyes and Ears" means get quiet and look at me.
- Sit in your assigned seat.
- **Put away your phone and ear phones.**
- The Agenda for the day will be on the projector screen.
- Please do not talk while I am speaking. It is one of my biggest pet peeves.
- Please get quiet during announcements.
- Be in your seat by the time the bell rings. I have zero tolerance for tardies.
- Stay in your seat at all times. Getting up during class creates distractions/disruptions. If for some reason you must get up, RAISE YOUR HAND and ASK ME first please.
- Come to class prepared, with all required materials, and on time.
- **NO food or drink is allowed in the lab.** Gum is acceptable as long as it makes its way into a trash can when you are done with it. Bottled water is okay but must be stored in a backpack, bag, purse, etc. It should not be sitting out.
- Sleeping will NOT be tolerated in class. If a student sleeps at any point during the class, they will earn a zero for that day. Numerous occurrences will result in Office Referrals, Detentions, ISAP, Friday School, etc.
- Extra Credit Assignments will be made available periodically throughout the year. Extra Credit can only be done when ALL Daily Assignments have been turned in. It is the student's responsibility to show the initiative to come talk to me about doing Extra Credit work. I will not track students down and offer the work. Requests to do Extra Credit must be made in a timely matter. I will not be offering Extra Credit to students that come and talk to me just a few weeks before the semester ends.
- All assignments will have a due date. Any work turned in late will be penalized when the grades are entered for that particular assignment. Any missing work (due to absences, field trips, etc.) must be turned in no later than one week after the day(s) missed by the student. Missing work more than a week old will not be accepted.
- You will have four **(4) Hall Passes** for the class. After you have used your passes, you are NOT allowed to leave the classroom. Should you choose to, you will be given Detention. If you have any leftover passes left at the end of the class, you will earn extra credit points.
- DO NOT enter my desk area. DO NOT take anything from my desk area unless you have my permission to do so.
- Treat each computer workstation as if it were your own. You break it - you pay to fix it.
- Please Log Off of your computer when class is over.
- DO NOT line up at the door. Sit quietly in your seat until the bell dismisses you. Please place your chairs under your table when leaving.

Cell Phones / Headphones

Please put away your cell phones / head phones upon entering my classroom.

- Cell phones should be on SILENT and PUT AWAY while in my class.
- Headphones should be REMOVED and PUT AWAY while in my class.
 - **1st Offense** – phone confiscated for remainder of class period
 - **2nd Offense** – phone turned in to Office for Referral

Homework

I rarely give homework throughout the course of the semester. There have been times where my class never once had homework. The reason being this: most of the work we do is on the computer. I don't know who has a computer at home and who doesn't. I don't know who has the internet, who has the right programs, the right plugins, etc.

With that being said, when you are in my classroom, you need to work on my assignments. You will have ample time to complete the assignments and projects, given that you stay on task. Should you veer off task and not complete your work by its due date, you will be penalized on the grade, if the work is even accepted at all.

Bottom line – use your time wisely, and get your work done.

Computer Games and Internet Usage

Being in the lab, students are tempted to get off task by means of games, videos, music, web surfing, etc. Here's the deal; if you aren't completely caught up on all of your work, you should be working hard to get that done. If the computer is causing a distraction for you, I'll talk with you first about how to solve the problem. If that doesn't work, detentions, ISAP, Friday School, Office Referrals, etc. will have to be used.

1st Offense: verbal warning

2nd Offense: 30 minute detention

3^d Offense: 60 minute detention and/or Referral in Infinite Campus, possibility of ISAP and/or Friday School, and even the loss of computer usage privileges

My goal is to be FAIR.

However, "fair" doesn't always mean you get your way.