

D-13 Tech Classroom Plan and Rules

In order to foster a positive learning environment for all students in the D-13 Tech lab, I have developed various class rules and procedures. In the spirit of developing clear communication between students, parents and teachers, I have reproduced a brief summary of the essentials below. I appreciate your support in discussing these with your child. Please call me at x 393 if you have any questions regarding the plan, or the Tech class. I am looking forward to having a wonderful year of learning with your child !

Regards, Mr. Silverman

General classroom rules for students

- Follow directions the first time they are given
- Wait to be recognized before you speak
- Be in your assigned seat and have materials out before the class begins
- Demonstrate mutual respect for everyone
- Follow tech guidelines (see the reverse - page 2 for more details on this)

Incentives for positive participation in class (examples only – these vary based on projects)

Individual

- Drop lowest quiz grade
- Pass good for points on any one project
- Pass good for 1-day deadline extension on any one project

Class wide

- No debrief
- Bonus 1-day deadline extension on a project for all in the class
- 15 minutes of self directed learning using the computers for all in the class

Disciplinary Consequences

The consequences for breaking class rules follow a hierarchy. If a student breaks a rule in class, the student receives the level 1 consequence (warning) for the first time the rule is broken in a given class period. If a student breaks two rules (or repeats breaking the same rule after the warning) during the same class, the student receives the level 2 consequence. If the teacher talks to a student three times during the same class regarding rule-breaking behavior, the student receives level #3. If the teacher needs to speak to a student four times during the same class period regarding behavior, the student receives level #4 which includes a referral for detention. If student continues to break class rules over several classes, an individual behavior plan will be developed for that student.

Level Consequence

1. Warning. (Repeated warnings will result in escalation of individual consequences)
2. Student stays with teacher for 1 minute after class & student completes behavior log form.
3. Student stays 1 minute after class, behavior log form, teacher calls home.
4. Student stays 1 minute, is referred for detention, teacher calls parent.

In cases of a severe behavior disruption (examples: persistent calling out, fighting, intentional abuse of equipment, refusing to follow an important direction), students will be asked to leave the room or are sent immediately to the office.

Guidelines that are more specific to the use of computers in class continue on the reverse side.....

Tech Guidelines for Working in D-13

All Tech students reaffirm they will follow the school's Acceptable Use Policy (AUP) when working with computers in D-13. Students working during class and at extra help also agree to observe the following guidelines in the context of the project oriented tech lab:

1. Use reasonable care in the operation of equipment such as computers, printers, scanners, and digital cameras. Students must not change any equipment or software settings. Students should immediately report any malfunctioning equipment to the teacher. Students should not use classroom equipment or resources normally reserved for the teacher.
2. Immediately close an Internet browser window or similar application window if it appears or 'pops up' but the subject does not pertain to work for the current class tech project. Students must use Internet, e-mail and other class resources only for the currently assigned project.
3. Use the D13SHARE file server only as directed by the teacher. Students should open, replace to or delete only those files on D13SHARE that they have authored.
4. Keep frequent electronic backups of their class project work using the resources provided (floppy disk drive, personal network account, eCHALK), as well as keeping an organized portfolio of their hardcopy work. Use only the school's eCHALK email for electronic communication outside the classroom while working in D-13.
5. Help to keep the room neat and orderly by not bringing any gum, food or drink into the room, as well as depositing all trash in the proper receptacles. Electronic devices such as cell phones, CD players etc. must be turned off and stored in a locker or put away in a bookbag before entering class. Mr. Silverman reserves the right to confiscate and hold any device or item that may potentially be used to cause a classroom disruption.

Class rules and tech guidelines agreed to by:

Print Your Name:

_____ Period: _____

Signatures:

Student:

_____ Date: _____

Parent/Guardian:

_____ Date: _____

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