

GPA 90 General Classroom Expectations

Attendance is extremely important. Your final mark will be influenced by attendance and participation in class. Not to mention that you will have difficulty keeping up with assignments if you have difficulty attending class.

Tardiness: Sufficient time is allowed for students to move from class to class. Please read and understand school policy as it applies to lates.

Missed Tests: If you must be absent for a test/quiz, please have your parent/guardian leave a message for me when s/he calls the school regarding your absence. This call must be made prior to the test. If you miss a test/quiz without informing me of your absence, you will receive a mark of 0. If you have an acceptable excuse for missing the test/quiz you will be given an opportunity to write a similar test/quiz an appointed time. Missing your retest will result in a mark of 0.

Daily Assignments: Daily assignments are extremely important in this class; they make up the largest portion of your evaluation. Therefore, it is necessary that you keep up-to-date with your work. If you do not complete an assignment in class and would like extra time, feel free to see me to discuss a time that you would like to work in the computer lab (lunch/morning/after school)

Longer term assignments are to be completed by the due date.

Workstation Care: Please leave jackets and book bags in your locker. Bring to class only what you need. (Your binder and a pen/pencil) **No food or drinks are allowed in the lab.** At the end of class tidy your workstation, log off, and push in your chair. Please respect computer equipment. Read and understand the schools acceptable use policy regarding computer equipment and Internet use.

Note: Do not, under any circumstances, share your password with anyone! Do not share your files or assignments. If assignments are copied, everyone involved will receive a mark of 0 for that particular assignment.

