

## Mr. Hager's Assertive Discipline Plan – Computer Applications I, II



### Overview (for students and parents)

My primary concern is to create & foster a teaming environment where everyone has the opportunity to realize his/her greatest potential, & to achieve academic, social & emotional growth. A discipline plan allows students to develop a concept of self-worth by giving them opportunities to make decisions. Students who experience consistent, logical, and realistic consequences for their actions learn that they have positive control over their lives. Students can then make decisions based on forethought. The discipline plan, outlined below, spells out expected behaviors and consequences and gives students ownership and accountability of problems and their solutions. Please feel free to call me at Middle Creek High School if you have questions about this plan. The best time to reach me at the school is from 2:30 – 4:00. E-mail address: fhager@wcpss.net.

**Classroom Policies and Expectations** -- Students will demonstrate the 5 P's in the classroom.

- a. **PROMPT** -- Students will be sitting quietly in their assigned seats when the tardy bell rings. All assignments are to be turned in on designated day and time.
- b. **PREPARED** -- Students will bring the following materials to class: #2 pencils, and paper.
- c. **PRODUCTIVE** -- Students will take an active part in class and put forth a satisfactory effort on all activities. The following are not permitted: sleeping in class, resting head on desk, applying makeup or combing hair, unnecessary talking.
- d. **POLITE** -- Students are to work quietly & raise their hand to be recognized before speaking out. They should respond to a question **only when called upon**, and **NOT** raise their hand to volunteer an answer. (The instructor will call on students to reply to questions.) When the teacher is presenting, attention is to be focused on him, and following the content on your computer monitor or data projection screen.
- e. **PROUD** -- Students will take pride in themselves and in their work.

### Classroom Routines

1. At the beginning of class:

- a. Obtain one copy of "hand-out" for today's work (unless hand-out already on desk)
- b. **Remove graded papers from folder. Check for posting accuracy.**
- c. Begin assignment(s) posted on whiteboard, handout, or placed at your workstation.

2. At the conclusion of class:

- a. Save your own work in **your personal folder on the network hard drive.**
- b. Close all programs. Log off computer. **4<sup>th</sup> period block should shut down computer.**
- c. Place **daily assignments & tests** (even if only partially completed) in your *To Be Graded* folder. Place important handouts, notes, and study guides in your notebook.
- d. Return any "VoCAT Study Guide" binder on the teacher's desk.
- e. Sit at your workstation until the bell rings.

### About Hall Passes

Ample time is provided to use bathroom facilities and make phone calls during class changes and lunch. No bathroom passes will be issued except for (a) medical reasons or (b) special situations.

## About Makeup Work

- a. Makeup work is due within **3 school days** after any absence. **Students are responsible for checking the Web site, <http://schoolnotes.com>, to read about missed work.** Handouts will be in your personal folder, or can be printed from the shared folder. Makeup work must be completed during lunch, before or after school.
- b. Unfinished assignments, and quizzes or tests not taken, will be given a "20".

## Computer Lab Policies

- a. **E-MAIL / CHAT ROOMS** – Computers are **not** to be used to send / receive e-mail or to participate in chat rooms or newsgroups. PDA or cell phone messaging is not permitted.
- b. **Screen savers / backgrounds** – Computer configurations are not to be changed.
- c. **Downloading files/installing software** not permitted; CDs from home **not permitted**.
- d. **Playing games** or using Internet sites for personal use/entertainment is not permitted.
- e. **Candy / drinks / water / snacks / food** are not permitted in the lab.
- f. **Printers** are to be used only for classroom-related work and assignments.
- g. **Any music/video devices, & cell phones** are not to be displayed during class. If displayed, they will be taken from you; your parents will need to get device after school.

**NOT ADHERING TO THE ABOVE INTERNET POLICIES WILL RESULT IN INTERNET PRIVILEGES BEING REVOKED FOR ONE WEEK.**

## Positive Consequences for Demonstrating Good Behavior and Work Ethics.

You will become a well-rounded individual with employable qualities. You will receive any of the following consequences:

- |                    |   |
|--------------------|---|
| a. Verbal praise   | b. Release from homework or daily assignments |
| c. Bonus points    | d. Free academic time                         |
| e. Special rewards | f. Phone call or note to parents/guardian.    |

## Negative Consequences for Choosing to Disrupt the Learning Environment or Violating Lab and Classroom Policies

1. First infraction: parent/guardian notified by phone
2. Second infraction: parent/guardian notified by phone
3. Third infraction: parent/guardian conference at school

### Severe Clause

Severe misbehavior such as fighting, defiance of authority, verbal abuse, refusal to correct behavior after adequate warnings, or violating specific Lab and Classroom Policies, will result in removal from class and referral to the administrative staff.

## **Grading Scale – Computer Applications**

<b>Computer Applications I and II</b>	
	Weighted Scale 80%
Class Participation / Homework	20%
Knowledge Based Activities	25%
Major Tests	30%
Skill Based Activities	25%
	Weighted Scale 20%
VoCAT EOC Final Exam	20%

Major tests are given at the end of each unit of study. Students are to organize class notes, handouts, assignments, and study guides in their 3-ring binder. This information will be used as a resource for tests, quizzes & to prepare for the VoCAT EOC Exam. **Check your current grade frequently by using the school web site.**