

## **Classroom Procedures + Student Conduct**

1. Before class starts, looking on the Internet is allowed. However when class starts all lessons come before surfing the web. When all work is completed and turned into the instructor browsing the Internet is allowed.
2. Students will have a daily warm up with questions that need to be answered upon arriving in class. Each day student will pick up their assignments or make up work from previous days work.
3. No writing on computers or in books.
4. No downloading of any type will be prohibited unless approved by instructor. Especially downloading music.
5. Do not use vulgar or offensive language.
6. Listen to the instructions the first time it is given.
7. Be in class on time.
8. No eating or drinking in classroom (especially around the computers).
9. Bring in your own paper and pencils to class.
10. Be polite to others.
11. Attendance Policy (Will be followed directly from the student handbook.)
12. The Choices that you make today will affect your tomorrow.
13. Laziness will not be tolerated. (You can lead a horse to water but you cannot make them drink.)
14. Cell phones should not be seen or heard in class.
15. Clean up work area each day that meets Mr. Coates' approval.
16. My job is to teach and if you are distracting others from learning, my job is to correct the problem the best way I know how. Steps (Asking, Telling and Removing)
17. You will like this class and get good grades if you do your work on time and do your best on test and quizzes.
18. You will receive bad grades in the class if you are constantly behind because of bad time management and do not prepare for test and quizzes.
19. Youtube is not to be used to waste time in class.
20. Do not go to sleep in my class. I will wake you up.
21. Get your work done and then if time permitting take a break.