

Haney Technical Center Digital Design Program

Classroom Policies and Procedures

This document corresponds to the orientation you received on the first day of class, and is meant to serve as a reference and reminder of the expectations of behavior in the Digital Design program.

I.D. Badges are a part of School Board and School policy, and are to be worn at all times, visible on the upper torso.

- Do not alter your I.D. Badge in any way.
- You must pay a fee to have an I.D. Badge re-issued.

Dress Code for the Digital Design program is business casual. Students not adhering to dress code will lose points from their Employability Score as well as risk being sent home to change.

Acceptable
<ul style="list-style-type: none">❖ Khaki's/Jeans/Skirts❖ Polo or Henley Shirts❖ Shirt Tucked In❖ Modest and Business Appropriate❖ Employable...
Not Acceptable
<ul style="list-style-type: none">❖ Bare Midriffs or Backs❖ Skin tight clothing❖ Ripped or Altered Clothing❖ 'Sagging' pants❖ Beach Attire❖ Clothing which advertises or advocates illegal products❖ Gang related clothing or insignia❖ Clothing which shows profane, obscene or otherwise offensive language❖ Pajamas or Sleepwear❖ Bedroom Slippers❖ Flip Flops❖ Any clothing which would not be acceptable in a professional business environment.

Cell Phones

- ❖ Cell phones must be in silent mode while in class.
- ❖ Cell phones should be put away.
- ❖ No text messaging during class.

Food/Drink

- ❖ Bottled, labeled drinks are acceptable.
- ❖ Snacks are acceptable.
- ❖ Keep your workstation tidy.
- ❖ Keep your snacking quiet.
- ❖ Retrieve snacks before class or during lunch, not during class time.

Music in the Classroom

- ❖ You may listen to music in the classroom **IF**:
 - You are on-target for your completion dates.
 - You provide your own equipment.
 - You do not use class time to set up the music.
 - No music is loaded on the machine.
 - You provide your own headphones.
 - Your music is not audible to a person seated/walking beside you.
 - You can hear when you are addressed.

Visitors

- ❖ All visitors to Haney Campus **MUST** sign in at the front office, or they are trespassing.
- ❖ Students should not have visitors in the classroom.
- ❖ Do not have friends 'come by' the classroom.

Third Floor Etiquette

- ❖ Restrooms and Water are available on this floor.
- ❖ Please remain quiet in the hallways.
- ❖ Do not peek into other classrooms.
- ❖ Do not 'cut through' the library.
- ❖ Administration is watching!

Assignment Policies

Course Construction

- ❖ Courses at Haney are broken down into sections known as Occupational Completion Points, or OCP's.
- ❖ Completion of an OCP earns a certificate.
- ❖ Students must complete each OCP with an average of at least 80%.
- ❖ Each OCP is further broken down into 'Grade Sheets' reflecting the current content focus.
- ❖ Haney receives funding based on OCP completion.

Student Folders

- ❖ Are no longer being utilized in this course.

Formative Assignments

- ❖ Formative assignments are non-test assignments that are used to build your skills.
- ❖ Formative assignments are not turned in to the instructor.
- ❖ Students are responsible for evaluating their own performance on formative assignments.
- ❖ Solutions may be found in the Solutions Notebook.

Claim Your Work

- ❖ All assignments turned in should be labeled with your:

Name	Example:
Assignment Name	Jason Heath
Date	Exercise 10-B
	8/22/2010

- ❖ Assignments turned in without labeling will be discarded.

Test Taking

- ❖ When you are ready to take a test, see the Instructor.
- ❖ Do NOT start a test if you can't complete the test within the time remaining.
- ❖ Do NOT talk to people while you are testing, or who are themselves testing.
- ❖ No books or notes may be used during tests.
- ❖ If you score below a 70, and completed the formative assignments for the section, you may retake the test. The scores will be averaged.

Academic Misconduct

- ❖ Do not copy another student's work, whether it is formative, a test or a project.
- ❖ Do not copy materials from outside sources and submit them as your own creations.
- ❖ Students caught cheating will be subjecting themselves to severe penalties, up to and including dismissal from the program without refund.

Individual Learning

- ❖ Make sure you read your assignments
- ❖ If you need a clarification on instructions, ask!
- ❖ When you hit a snag, don't give up!
- ❖ Remember, you're not alone, you have help available!
- ❖ What to do when stuck:
- ❖ Reread the instructions.
- ❖ Re-try the step.
- ❖ Search the online or program help for assistance.
- ❖ Back up and work through the problem again.
- ❖ Ask the instructor for help.

Employability

- ❖ Counts for 15% of your grade.
- ❖ Includes
 - attendance & punctuality
 - dress code
 - class policies
 - behavior
- ❖ Each day you are out of dress code and each time you violate classroom policy, you will lose 5 points off of your employability grade.

Time Management

Daily Schedule

- ❖ High School/ABE/GED
- ❖ Vocational

Sign In / Out

- ❖ You must sign in each time you enter class.
- ❖ You must sign out each time you leave class, including lunch.
- ❖ The pass to leave class will function as your sign in/out for when you need to be out of the room.

Break Policy

- ❖ Students do not receive a scheduled 'break'
- ❖ Students leaving the classroom must have a pass.
- ❖ Students may leave the classroom to go to the restroom or water fountain without a pass.

Smoking Breaks

- ❖ It is neither Bay District School Board policy nor Haney Technical Center policy for Adult students to be given a 'smoke break.'

Attendance

- ❖ Attendance for adults is based upon hours in the classroom.
- ❖ Your attendance has tremendous effect upon your financial aid!
- ❖ There are **NO** excused or unexcused absences.
- ❖ Students will be dropped after six consecutive days of absence, missing 10% of their scheduled classroom time, or 9 absences in one payment period.
- ❖ Students dropped will have to file an appeal to re-enroll in classes the following year and likely lose financial aid.

Punctuality

- ❖ The classroom will open five minutes before class begins.
- ❖ If class starts at 11:20, that is the time you are to be in the classroom ready to begin.
- ❖ Your punctuality reflects upon your employability.
- ❖ Your employability is part of your grade.