



### CLASSROOM EXPECTATIONS

<i>Professionalism</i>	<i>Adaptability</i>	<i>Integrity</i>	<i>Dependability</i>
Use your manners. Listen carefully when others are speaking. Let other students learn. Be welcoming and include others. Be respectful in conflicts (staff and peers). When visiting another class, knock and wait to be invited in.	Successfully transition to new activities. Participate actively. Ask questions and get help when you need it. Use failure as an opportunity to learn. Challenge yourself: Do the best that YOU can do.	Be honest. Submit your own work. Comply with classroom and lab rules and procedures. Leave when your local school is dismissed. Take responsibility for your actions and apologize if needed. Use personal technology only when instructed.	Come to class. Be on time. Be prepared for instruction with all necessary materials. Stay on task: Work for the entire time on the class that you are in. Complete all of your assignments and turn them in on time. Clean up after yourself.

### CLASSROOM PROCEDURES

#### *Entering the classroom*

Be prepared with work being due. Enter with an open mind and be willing to adapt.

#### *Tardy to class*

Provide your definition of on time and tardy, and identify the consequences of being tardy.

#### *Classroom/Lab Materials Needed*

You are only as good as your notes. Paper/Pen/Paper. All lab supplies will be provided in the classroom.

#### *Leaving during class*

One at a time. Make it prompt

#### *Tracking daily assignments*

Use Classroom for assignments



# Digital Arts

## 2022-2023 Digital Arts Classroom Policies

### *Turning in and returning assignments to students*

For the most part uploading your assignments to Google Classroom will work (link to your drive or upload the actual file). Any individual comments will be given through Classroom or in person.

### *Finding out grade status*

Grading will be done in PowerSchool

### *Student responsibilities after an absence*

You are responsible for any/all assignments you may have missed.

- Check Classroom for the project/assignment
- Based on the project talk with the instructor. Timelines will be adjusted at that time.
- If you missed a test, will take it when you return to the MACC.
- Communicate with the instructor.

### *Late, missing, or incomplete assignments*

Similar to the world of work. Projects have a due date and in most cases may mean the difference of being fired or dock of pay.

Missing a deadline is not cool. Each day past the deadline will result in 2 points per day being taken off your assigned grade for that project.

### *Communication procedures with parents and families*

The instructor wants communication with you, your parents and guardian. If/When we need to discuss an issue. Reach out and we will find a time to chat.

### *Ending class*

Due to some schools that leave early, please be aware of the time and be ready to leave before the announcement for release. Please wipe down your laptop, mouse and tabletop with provided wipes.

### *Other*

- Safety and dress code:
  - Be aware of your surroundings. Be safe.
  - Dress appropriately.
  - When we have guests, try to make an effort to wear more professional attire.
  - Please bring or wear closed-toed shoes while in other areas of the MACC (Auto, Diesel, Construction and Welding). Safety Classes are also needed in these areas. Loose clothing can also be a hazard.



### CONSEQUENCES FOR CLASSROOM RULE VIOLATIONS

- We have a college element to our program. While at the MACC Digital Arts Program you are to work on Career Center work first, then once the project is complete, it is okay to work on MCC material.
  - In the event you break that rule, the instructor has software that will allow him to see what you are doing on your computer. Please respect this rule.
- Phone use - in digital arts our phone is a tool. However, if you break this rule.
  - The instructor has the ability to put up a rack or holder and all phones will go there until the end of class.
- YOU are treated like a young adult with the respect that brings. Any other issues that may come up will be adapted by the instructor and administration. Thank you and lets have fun and learn.

### CONSEQUENCES FOR CODE-OF-CONDUCT VIOLATIONS

Consequences for violations of the student code of conduct or other rules will be handled according to the student handbook (see Behavior Expectations and Continuum of Response charts).

#### Classroom Expectations: CHAMPS

	Teacher Directed Instruction	Cooperative Groups	Independent Seat work Computer work	Test/Quizzes	Lab skills
<b>Conversation:</b>	No talking while the teacher is talking/lecture, may answer Questions as instructed by the teacher	Yes, low voices with your group or partner	Yes, may use whisper voice to ask a neighbor about assignment or question then get back to work	No, silence, may request music as long as whole class agrees	Yes, low voices, conversations should be about the skill being worked on
<b>Help:</b>	Raise hand	Ask your partner first	Raise hand or come up to teachers desk	Raise hand or come up to teachers desk	Ask lab partners first. If unable to answer question on skill, ask teacher for help and continue to work on what you know until teacher is available
<b>Activity:</b>	Note taking class discussion video, ppt	Give each member a chance to talk, respect ideas and work together	Work alone in your seat	Testing, when done, work quietly on assignments or vocabulary	Practice skills after demonstration with a partner or partner group
<b>Movement:</b>	No, Please try to take care of needs before class or during transitions	Yes, must sign out @ door in military time  No more than 2 students out at a time	Yes, must sign out @ door in military time  No more than 2 students out at a time	No, please take care of needs before the start of class	Yes, must sign out @ door in military time  No more than 2 students out at a time
<b>Participation:</b>	Head up, ready to listen, respond to questions and participate in topics being discussed	Working together everyone has a voice or input Read, Record, Report	Work independently on current assignment or study for upcoming test or skills	Work independently with nothing on desk	Work with lab group, stay on task Practice skill 2-3 times with partner prior to check off Sign up when ready to check off
<b>Success/Supplies:</b>	Teacher provides ppt/handouts or fill in notes	Paper, makers, notes and books	Paper, pencil, books	Chromebook	Equipment, supplies, check off sheet