

CLASSROOM EXPECTATIONS—MULTIMEDIA AND WEBPAGE DESIGN (MaWD)

LENORA CHASE

E-mail: lchase@caldwellschools.com

Phone: (828) 396-2188

CLASS EXPECTATIONS

1. **BE PROMPT:** You should be in your seat with all materials needed for class and ready to work when the bell rings. The school wide tardy policy will be followed.
2. **BE PREPARED:** You should have all materials with you when you come to class. This includes homework and preparation for class.
3. **BE RESPECTFUL:** You should respect students, teachers, their property as well as school property. This includes such common courtesies as politeness, raising your hand to be recognized, listening while others are speaking, remaining in your seat quietly during presentations, and keeping the room clean.
4. **FOLLOW DIRECTIONS:** All students are expected to follow the above classroom expectations as well as any other directions for classroom or school activities on a daily basis.

ATTENDANCE

All students need to be in class and on time every day. If you are absent, it is ***your responsibility to make up work***. Make up work should be completed during my Focus block of Smart Lunch, and is due within one week of absence. Until make up work is completed, the grade(s) will be recorded as a zero (0).

The school wide tardy and attendance policies will be followed.

If you are absent more than seven (7) days in a semester, you are **REQUIRED** to make at least a C on the final exam in order to receive credit for the class.

PHONES

ALL cell phones are to be turned off and put away **BEFORE** the tardy bell rings. NO electronic devices are permitted or necessary during class unless student has my permission. If a student has cell phone out during class, an administrative referral will be made.

ACADEMIC DISHONESTY

If you are caught misrepresenting your work, an administrative referral will be made.

Please read, sign, and note any parent or student concerns on Page 2.

STATEMENT OF STUDENT/TEACHER/PARENT/GUARDIAN UNDERSTANDING

We, the undersigned, understand the syllabus for MaWD as presented and hereby pledge to work together in accordance with stated expectations and policies. We understand that Ms. Chase will make herself available to the student or parent/guardian by appointment. Please email Ms. Chase at lchase@caldwellschools.com or call the school at 828-396-2188, to arrange a convenient time for all parties involved.

Student Signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

Parent phone numbers: _____

Parent email addresses: _____

Teacher Signature: _____ Date: _____

STUDENT CONCERNS

PARENT/GUARDIAN CONCERNS