

### Daily Class Activities

Take advantage of resources:

- Schedule and Web Resources: refer to Mr. DeRuiter's website for all programming assignments, quizzes, and tests.
- Use class time appropriately to complete class objectives, learn skills, and participate. Leave distracters at home or in your backpack (e.g., cell phones, food, ipads, etc.). If you need to drink water, you should ask permission to step outside.
- Much of class time is work time, so most "homework" will be completed in class. Use time efficiently by planning ahead, facing challenges head on, discussing problems with peers, and asking Mr. DeRuiter for assistance. If you would like help, clearly indicate it and be prepared to ask a to-the-point question that shows you have a plan and have tried some things.

### Daily Class Assignments

- All assignments in this class are independent. Use YOUR BRAIN and DO YOUR OWN WORK! Always plan ahead (pseudocode, flow charts, documentation) and thoroughly understand your code. Mr. DeRuiter may ask you questions about your work to determine your grade.
- Name your programs **exactly** as instructed on a given assignment. For example, don't write **Mysummer.java** when instructed to write **MySummer.java**.
- Back up your computer files regularly by emailing your work home; there is no guarantee that our school system will always be up. There is no printer connected directly to your lab computer.

### Classroom Rules & Procedures

- Computers are to be used with the utmost respect. Any mishandling or inappropriate use, including use that indicates intent to damage, change hardware or software (including moving cables, power sources, mice, and keyboards), alter global parameters that could affect other users, or digital communication with other users, is unacceptable. This behavior may result in expulsion from the class with an 'F.'
- Notify Mr. DeRuiter immediately if the computer "behaves" abnormally. You are not allowed to turn anything on/off other than the monitor.
- Your computer accounts are semi-private and not 100% secure. Never give out your password and ALWAYS log out. Mr. DeRuiter has access to your account including email and command-line history. He may log into your account to grade your programs. Inappropriate use may result in expulsion from the class with an 'F.'
- Make appropriate use of the lab's email system. Do not use email to import games or other peoples' programs to your account (other than a few programs used by everyone in class).
- You may ask others for advice and assistance, but you are responsible for all work that you submit. ALWAYS acknowledge the source(s) of ideas that are not your own. Under no circumstances should any of your work be plagiarized, with common variable names and initial values, identical structures and layout, or other similarities that are not reasonably justified (ask Mr. DeRuiter if you have a doubt). Sharing your code with someone who "needs help" (either directly or by posting code on an a site) is another example of unacceptable behavior.
- Do not use methods, classes, or terms in your programs that have not been taught in class. If you receive help from another programmer who teaches you something new, ask Mr. DeRuiter if the given technique is appropriate for the given assignment.
- School and district policies on plagiarism, academic code violations, and technology use are upheld in this class. The extremes are: First offense= zero on assignment and 10% reduction in class grade, second offense = expulsion from the class with an 'F.' Offenses are cumulative across ALL of your courses.
- You are not allowed to work with others on assessments (individual quizzes, tests, final). Cheating is punished the same way as plagiarism, according to school and district policy. There will be no warnings about cheating.
- Come on time and attend for the full class period.

## Organization

- Use a 1-inch 3-ring binder for notes, handouts, and scratch paper, and always bring this to class with a writing implement. Optional supplies include a highlighter, colored pen, and simple calculator. Tests and quizzes should always be written in **pencil**.
- Keep track of your stuff! It is your responsibility to keep track of your supplies, as well as submit them on time and retrieve them after they have been graded. If you email the wrong program to yourself, you may receive no credit for this assignment.
- Late work will be scored at 50%. For example, a 10 point lab turned in after the deadline will score a maximum of 5 points.

**Grading policies:** Your grade is weighted according to the following percentages:

Tests & Quizzes (including Final)	70%
Homework, Classwork & Assignments	24%
Participation (see below)	6%

- Students are expected to show up to class, be seated on time (**before the bell rings**), not use the period as "potty time", and respond when called upon in class. Participation will be scored out of 60 points, and make up 6% of your grade. Specifically, each student gets 3 bathroom passes and 3 "free" tardies for the semester. A five point reduction will be applied for tardies and "bathroom breaks" beyond these limits. Points may also be reduced in this category if a student is unwilling to participate when called upon. Unexcused absences will result in a reduction of 10 points. Students should stay home when they are sick. However, students should not take sick days after excused absences for school-related trips (e.g., a weekend trip with a school club, followed by a "sick day" on a Monday). If a student is unprepared for a test, this is not an excuse to be "sick" that day. A **doctor's note** should be provided in the above two cases, or the student will lose 15 participation points.
- Your ongoing class grade will be updated periodically and will be available through School Loop.

## Absences & Missed Work

- There are no make-ups for assessments you did poorly on.
- Unexcused absences or tardies may result in no credit for assignments/assessments.
- If you have an unexpected, excused absence, you must make up in-class assessments (quizzes, tests, and required labs) the day you return TO SCHOOL or at a scheduled time agreed upon by Mr. DeRuiter.

## Gifts:

- I have a **no gift policy**. During holidays, or at the end of the school year, if you would like to write me a nice note, that would be wonderful. However, I will not accept gifts of any kind. No Starbucks cards, no Target cards, no candy, no gifts of any kind will be accepted. If you try to sneak one in, it will be returned to you. I am not against gift-giving, and I have always enjoyed gifts that I have received from students. It's just that I can no longer justify, to myself, my receipt of these gifts. If you really want to do something nice for me, contact me when you are in college to let me know how you are doing, or let me know when you graduate with your master's degree, or write me an email "just because" in ten years. Those are just about the best gifts a teacher can receive.