**J. Verlin**

**Computer Science**

Class Policies and Expectations (Fall 2018)

Revised 7/6/2017

**Attendance:**

You are expected to be in school and attend all classes on all school days. **If you are absent from class for any reason, it is** **your** **responsibility to furnish your teacher with written documentation from either your parents or physician indicating both the reason(s) and date(s) of your absence in order for it to be considered excused.** If you do not, your absence(s) will be counted as cut(s) and no make-up work will be assigned. It is also your responsibility to check my website <http://www.jverlin.com> and/or meet with your teacher to keep abreast of any assignments missed. All of the work for any given day can be found here and is usually one week ahead of schedule. Be in class and be on time. Be ready to do your best at all times. Careful reading, writing, listening and speaking skills are essential.

**General Rules and Grades:**

Please note the following class rules will be in effect at all times:

1. Arrive on time.
2. Turn off and put away all cell phones and personal electronic devices.
3. Bring all necessary work materials.
4. Remain in your seats unless directed otherwise by your teacher.
5. Follow directions the first time they are given.
6. Use respectful language at all times. No profanity or insults.
7. Be mindful of your teacher’s signal for silence.
8. You must sign the log book when using the computers in the labs.

All students are required to set up and use a Google Drive account to store class assignments and projects. You should also back up your work onto thumb drives. All writing assignments must be typed in Microsoft Word format and submitted to my school district e-mail address (jrverlin@philasd.org). Failure to do so will result in zero credit. Late work will not be accepted without proper documentation.

The object of our class will be the production of web pages and apps of various types so your grade will be mostly project based. Projects comprise 60% of the quarterly grade with strict requirements and deadlines. These must be rigorously adhered to. Classwork counts 20%, quizzes 10% and homework 10%.

School computers are to be used for class and homework assignments only and should not be used for gaming and YouTube during class time. If you are caught using the computers inappropriately, expect to receive a warning for the first occurrence, a call home for the second and a written assignment for the third.