

BEHAVIOR AND EQUIPMENT POLICY
CYPRESS BAY HIGH SCHOOL
Career and Technical Education (CTE) Department

I, _____ agree to follow the rules and regulations of this class.
(Print your name)

I am expected to:

- Be on time for class, seated and prepared before the tardy bell rings; late students must have a pass. Students must remain in their seats until dismissed by instructor, not the bell.
- Respect the teacher, substitute, classmates, and others; personal conversations during class time are disruptive and unacceptable.
- Demonstrate appropriate behavior and use good ethics.
- Be an active member of the appropriate CTSO (BPA, DECA, TSA, HOSA, etc.)
- Work quietly in class.
- Listen carefully to directions and ask questions at the appropriate time.
- Turn in all assignments when due; pre-assigned dates will be adhered to.
- Bring class supplies (disk/disk key: No DISK = No COMPUTER = 0 GRADE).
- Inspect and report all problems immediately that occur with my assigned computer, classroom equipment, and textbook.
- Maintain a clean work environment and return all borrowed materials to appropriate place prior to the bell.
- Use passes as a privilege; students must report only to the destination written on the pass and immediately return to class.

Classroom/Computer Lab Policy—Students will NOT:

- Use applications that have not been assigned to the class.
- Change the format of the computer (icons on the desktop, change the desktop).
- Save any files on the computer hard drive (Deep Freeze: when computers are restarted, the hard drive is cleared and saved files will be deleted).
- Install or remove unauthorized software or servers.
- Print items without instructor permission.
- Play computer games (Counter Strike, solitaire, etc.) or card/board games
- Internet use ONLY with instructor permission and information pertaining to assignment.
- Do not deface/damage equipment and supplies.
- Change the position of the letters on the keyboard.
- Chew gum, eat food or drinks, use lotion, spray odors, or groom in the room!
- Use headphones or personal electronic devices without instructor permission; electronic devices must be turned off and put away.

Not adhering to these rules and standards will result in disciplinary actions and/or reduction of grade.

Code of Conduct

Students are to adhere to the above stated rules and the School Board of Broward County Code of Conduct. Any specific rule or policy not outlined in this syllabus should be referred to through the Code of Conduct Manual.

*Students will be held accountable for equipment that is damaged due to student misuse.

When employers evaluate their employees, they look for good manners, pride in work, pleasant disposition, cooperative attitude, and respect of yourself and others. These are the qualities in which we expect you to demonstrate in this class.

Student Signature - Date

Parent/Guardian Signature - Date

Parent/Guardian Home Phone

Parent/Guardian Cell/Work Phone