**Classroom Procedures**
Graphic Design I & II

**Daily Procedures:**
1) Enter class
2) Check objectives, assignments and bell work on whiteboard and/or website
3) Complete Bell work
4) Listen to lecture or demonstration on class project
5) Begin class project

**General Procedures:**
- **Bell work:** On most days we will receive bell work. Usually it’s a fun and interesting activity/video related to what we are learning. Bell work must be started upon arrival to class and be turned in on website. The website or video link must be included when submitting.

**- Critique:** Following an assignment, we will participate in class critiques. This is meant to be a positive and informational exercise for students to gain experience with project revisions. Students are expected to be mature, use vocab that we’ve learned in class as well as be aware of how their communication is received by other students.

**- Completed Assignments:** All completed assignments will be turned into RW$ drive. This allows for easy grading and easy critique. If student’s work is not turned into the RW$ drive they will receive a ZERO. Student’s project must contain the student’s full name and the project name.
Example: KayleyQuickPhotoshopCollage.PSD
Path projects are turned into: FHSstudent\_RW$ -> Quick -> (Class) -> (Project name)

**- Bathroom/Drinks:** Students are allowed to use the restroom and get drinks from the water fountain when they wish. A student must ask me to use the restroom or get water and will be required to take our classroom pass. A student may ask once per day and may not spend too much time out in the hallway. If the student is found to be messing around in the hallway, they will lose their bathroom/drink privileges.

- **Snacks/Drinks:** I do not mind if students have a light snack or a drink in my classroom. However, these ARE NOT to be consumed at my computers. All food/drinks must remain on the side counter. Students may take a short break for a snack, but may not eat a full meal at my counter.

**- Getting teacher’s attention:** It is best that students raise their hand and say my name to get my attention. Sometimes I am working at my computer in the back of the room and it’s hard for me to see a hand shoot up at times.

**- What to do if finished**: Students are expected to have a personal project that they are creating that they will work on after completing an assignment. It is not appropriate to be working on classwork from another class. Students must be creating a project that is Graphic Design related.

- **Borrowing Classroom Books:** If a day of class is missed, students have the opportunity to borrow a classroom book to catch up. Students MUST turn this book in the next day!

**- Borrowing Headphones:** Students may trade a personal item to borrow my classroom headphones. Headphones must be returned to their drawer and the cord needs to be rolled up tidily. A student found to have left out headphones or place them back incorrectly may lose headphone privileges.

**- Late work:** Late work in most circumstances will not be accepted after the assignment is due. If a student used all of their classroom time appropriately, they may ask for additional time and will only be given that time at Mrs. Quick’s discretion. If a student did not use their classroom time appropriately they will not be given extra time to finish an assignment. Students need to turn in their assignment whether it is finished or not to make sure that they get partial credit for their assignment. A 70% is better than a 0%.

**- Absences:** Students will have a day to make up work for each day of excused absence. For example, if one day is missed they will have one additional day from when the assignment is due. If four days are missed students will have four additional days from when the assignment is due.

**- Clean up Procedures:** Each desk need to be tidied every day. No remnants of anything should be left at the desk.

**- Dismissal Procedures:** Students will be dismissed at the bell. They may begin cleaning up and logging off/shutting down the computers 2 minutes before the bell rings.

**- Grades:** Following a completed assignment, graded rubrics will be returned back to the students for review.

**How To:**

**- Turning in Assignment to RW$ drive:** Click on the windows icon in the lower left hand corner of your screen. Then, click on the word “computer” and this will pull up a new window. Following that, click on the network drive “FHSstudent\_RW$ (//studentdata1) (W:). Click on the folder “Quick”. Click on the folder for the class you are in. Then, click on the folder for the specific assignment name.