

## Mr. Griffin

Fishers High School  
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### Course Summary

This course will be a continuation of Web Design 1. Students will learn advanced features of Dreamweaver. They will also be introduced to Flash and Fireworks. Students will plan and design a business web site that will include documents created in Word, Excel, PowerPoint, Flash, and Fireworks. Each student will work with a school employee to create and/or update a school site. **If possible, student work will be posted on the class website.**

### Required Supplies

- Notebook (may be used for other classes)
- Pen or pencil
- FHS Student Handbook (for recording due dates)

### Attendance and Make-up Work

Attendance is critical to success at Fishers High School. When absent, it may be challenging to catch up without working outside of class time. If a test or quiz was announced previous to the absence the student should be prepared to take it on the first day back to class. If a test/quiz was announced during the period of absence, it is the student's responsibility to schedule a make-up with the teacher upon their return to school.

***Students have one day to make up work for every excused absence (1 day absent; 1 day to make up assigned work). It is the student's responsibility to obtain make up work from the teacher.***

Student work will be penalized 10% the first day late, 25% the second day, and up to 50% days three through seven. Work turned in beyond one week will receive a score of zero.

Access to Parent Connect aids greatly to note missing work. Make up work not turned in will be recorded as a zero score and will significantly affect a student's grade. Due to the use of computers to complete work for this class, any back assignments must be completed in a business department computer lab. Labs are accessible before school, after school, during study hall, or during lunch. (*Student Handbook*)

### Deadlines

Deadlines will be announced or posted. Students are expected to make a note of these deadlines, preferably in the FHS Student Handbook, and hand in work on time.

### Late Arrivals (Tardies)

Students are expected to be ***in the classroom*** and headed toward their seat before the bell rings. On the second *late arrival* the teacher will call the parent. On the fifth accumulative late arrival for all courses the student will conference with the discipline dean.

### Student Expectations

- ALWAYS show respect for all those present in the classroom. Proper attitude, attire, and activity are expected at all times.
- Be ready to work when the bell rings. Bring required materials to class every day.

**Food and Beverages**

No food and **only** water in a clear bottle is allowed in any computer lab.

**Cheating/Plagiarism**

Students who use one another’s work as their own or who allow their work to be used by someone else will receive a zero (0) grade on that assignment. ***This includes material obtained from the internet.*** A second offence will result in a withdrawal from the class with a grade penalty. ***Working together and helping each other is encouraged; copying someone else’s work is cheating and will not be tolerated.*** (Student Handbook)

**Extra Help**

I strongly encourage any student who wishes assistance to ask for help. I am available before school, during lunch, after school, and most planning periods. Extra help is available, all the student needs to do is ask!

**Student Dress**

Fishers students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere. Students who violate the dress code will face disciplinary action. (Student Handbook)

**Prohibited in FHS Computer Labs**

**Misuse of Computers listed in the FHS handbook and is considered a serious offence with a 1<sup>st</sup> occurrence infraction of up to 3 days ISS. Prohibited in FHS computer labs:**

- general internet surfing or use without teacher permission
- any game playing
- emailing at anytime without prior teacher permission
- **use of any flash device**
- use of any music or video device
- accessing any HSE network other than ones own student directory
- compromising personal safety by visiting chat rooms, clubs, discussion forums or anything that may be construed as a chat room
- downloading of any files without teacher approval (including MP3’s and EXE’s)

**Internet or Flash drive use without teacher permission will result in a detention. Use of a proxy site to avoid the district filtering system is considered a serious infraction and will result in an automatic discipline referral.** (Student Handbook)

**When in doubt, ask FIRST. Violators may lose lab and internet privileges and will receive the appropriate discipline according to the FHS discipline ladder.**

Please sign this sheet to indicate you have reviewed these expectations together. Return this copy to the teacher. If you would like a copy to keep as your reference please ask for an additional copy.

\_\_\_\_\_  
Student Name – Printed

\_\_\_\_\_  
Student Name – Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name – Printed

\_\_\_\_\_  
Parent Name – Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preferred Phone

\_\_\_\_\_  
Email