



Santa Fe High School

16000 Highway 6
P. O. Box 370
Santa Fe, Texas 77510
(409) 927-2700



*Information Technology Career Cluster
Instructor, Thomas E. Bennett*

To Whom it may concern:

Statement of Policy

If you feel that you have been assigned to one or more of these classes by mistake, do not have strong time management skills, have attendance issues that are outside of your control or have any questions or concerns about being able to read, comprehend, implement, or follow any of the following policies please contact me immediately.

The following is prohibited:

1. Making copies of software and / or programs
2. Installing or using any software / program not licensed to Santa Fe High School
3. Invading computer system files to access / alter information, including but not limited to:
 - Changing system files or data
 - Altering any system settings
 - Removing software from the computer
 - Moving files / software from or onto the Desktop
4. Damaging and / or destroying computer equipment (hardware) / programs installed and files that are being used (software)

This equipment / software is the property of Santa Fe ISD. Each student will be held financially responsible for any damage caused by the student.

Procedures for the Classroom

1. Follow all directions
2. Due to the sensitivity of the technology and the required safety; the following is not permitted:
 - a. Food, drinks, or gum
 - b. Personal grooming of any kind including:
 - i. Make-up, hair brushing / braiding, nail polish / polish remover
 - c. Horseplay or clowning around at any time
3. Do not swear, use rude gestures, use putdowns, or tease
4. Keep hands, feet, books, and objects to yourself
5. Ask permission before leaving your seat
6. The teacher dismisses you from the class at the end of the period, not the bell
 - a. Be in your assigned seat ready to work when the tardy bell rings
 - b. When the bell rings, remain in your seat until you are dismissed



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7. All late work will be penalized per grading policy
8. You will remain in your own work area and do your own work
 - a. If you need help, ask your teacher
 - b. You are to work the full class period
 - c. Do not quit until clean-up time is called
 - d. Ask permission to work on other work during class
9. Make-up testing will be done after school only
 - a. Arrangements with the teacher should be made prior to the make-up test
10. All aspects of the Student Code of Conduct will be applied
11. Check CANVAS for all assignments, due dates, and announcements daily
12. Do not touch or pick up any item from the teacher's desk or desk area without permission

Discipline Management Plan

1. Verbal warning by the teacher
2. Conference with the teacher
3. After-school detention with the teacher
4. Call parent and after-school detention with the teacher
5. Office referral

Rule of Three

- The third time in a week that a student receives a warning; the Rule of Three will apply
- The teacher will have a brief conference with the student. On the next infraction, the warning will be bypassed and the next step in the consequences list will be taken
- The Rule of Three will apply for each level of consequences
- The Rule of Three may be in effect for the student for two to six weeks

Severe Clause

For severe misbehavior, a student will be sent immediately to the office.

Severe misbehavior includes but is not limited to:

- Fighting or threatening to fight
- Damaging or destroying property of a student, teacher, or the school
- Refusing to get to work
- Engaging in any behavior that keeps the class from functioning



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Safety Rules for the Computer Lab

1. Know the correct exit for a fire drill
2. Know where the fire extinguisher is
3. Know where the raised floor plugs, surge protectors, and any other trip hazards are
4. No horseplay or clowning around will be tolerated
5. Follow all classroom procedures
6. Notify the teacher immediately if:
 - equipment is malfunctioning
 - any frayed or cracked cabling is found
 - if you or others feel ill or are injured
7. When unplugging any piece of equipment from an electrical outlet:
 - always pull on the prong headpiece
8. Never:
 - operate malfunctioning equipment
 - operate equipment with wet hands
 - repair, modify, or fix equipment while powered and / or plugged into an electrical outlet
 - un-jam any equipment that is powered and / or plugged into an electrical outlet
 - touch any moving part that is powered and / or plugged into an electrical outlet

Sincerely,

Thomas E. Bennett
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CTE Information Technology Career Cluster Instructor
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