

**Navarro CLASSROOM PROCEDURES**  
**MR. NAVARRO - RM 154**

*We will read the rules together. I will be keeping these contracts on file and we will refer back to them during the school year if necessary. There should be no misunderstanding of what is expected from you each day you enter my classroom. I want this to be a fun, productive learning experience!*

1. Respect your teacher and your classmates! (Treat others the way you want to be treated)
2. Be in your seat WHEN the bell rings. Follow the instructions on the white board to prepare for class each day.
3. Feed the trash can and the recycle box! Your desk and the area around the computers are not made for storing trash.
4. Follow all rules stated in the student handbook.
5. Keep seated unless otherwise instructed. There will be NO STANDING AT THE DOOR near the end of the class period before the bell rings. When the bell rings, then you may get up and leave.
6. You must leave all equipment at the current settings, unless I tell you otherwise. The computers are numbered and you will be assigned that computer all year/semester. If the settings are changed, you will be held accountable.
7. If you are in an inappropriate site on the Internet, you will automatically receive a zero for the activity we are working on, you will be taken off the computer for 3 days, and a referral will be sent to your alpha principal. I have SchoolVue and can access your monitor at any time using my computer. Do not be foolish!
8. Tardies - My door will be locked after the bell rings. You will have to get a tardy pass from the office or find a teacher doing halls sweeps to enter the classroom. (Campus Procedure)
9. If you disrupt the learning situation, you will be removed from the classroom and required to do bookwork.
10. You will be allowed ONLY 3 visits to the restroom every six (6) weeks. **DO NOT** interrupt instruction time to ask. **Passes: No passes in the first 15 minutes of class. No passes during 5th period.** It will be my discretion to let you go or not so don't keep asking if I tell you no. I will keep a record of your visits so use them wisely.
11. **NO CANDY, FOOD, OR DRINKS WILL BE ALLOWED IN THE CLASSROOM AND ESPECIALLY AROUND THE COMPUTERS!!!** If you are seen with any of the above out or around the computers, you will receive ONE WARNING. Failure to put the item(s) away will result in a Classroom Incident Report and/or Referral.
12. Cell phone policy: All classrooms will follow the district wide cell phone policy. Students are not allowed to have cell phones or any electronic device (other than a Chromebook) visible in the classroom for **ANY** reason.
13. Chromebook expectations-Students are expected to bring a charged Chromebook every day.

I have read and understand the information and rules for Mr. Navarro's Classroom and can follow them for the 2022-2023 school year.

Student Signature

\_\_\_\_\_   
Date

Mr. Navarro, CTE Instructor  
(806) 219-1514  
kenneth.navarro@lubbockisd.org  
Conference Periods: 10:05-10:50 &  
3:15-3:55  
Tutoring: Wednesday-8:25-8:55 & 4:05-4:35

**Estacado High School**  
**1504 East Itasca Ave.**  
**Lubbock, Texas 79403**  
**(806)219-1400**

**Estacado Magic**  
**Make Everyday**  
**Count!**  
**Achieve Success!**  
**Giving & Getting**  
**Respect!**  
**Individual Pride!**  
**Commitment to**  
**Excellence!**

**The Matador**  
**Way!**  
Do your best

Do what is right  
Treat others the  
way you want to  
be treated

- ◆ Be in class!
- ◆ Be on time!
- ◆ Have fun!
- ◆ Respect each other!
- ◆ Play games!
- ◆ Join a club!
- ◆ Get involved!
- ◆ Love your school!
- ◆ Love your teachers!

*It's a great day to be a  
Matador...*

## Career and Technical Education



Grading Rubric: 0-100 Assessments=100%

**Examples of Assessments Used :** Summative assessments, Demonstrated skills based on standards, Performance-based assessments, Product-based assessments, Application of learning, and Sections of an assignment. It does not have to be a quiz or test!

**Estacado Late Work Policy:**

No more than 10 points per day deduction (starting first day after due date).  
Any late work turned in after eight (8) days will be left up to the discretion of the teacher.

### **Business Information Management I & II** (Focus on Microsoft Office)

Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and postsecondary education.

Students apply technical skills to address business applications of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software

### **Digital Interactive Media** (Focus on Designing and Creating Digital Graphics in Photoshop)

Students will analyze and assess current and emerging technologies, while designing and creating multimedia projects that address customer needs and resolve a problem. Students implement personal and interpersonal skills to prepare for a rapidly evolving workplace environment.

The knowledge and skills acquired and practiced will enable students to successfully perform and interact in a technology-driven society. Students enhance reading, writing, computing, communication, and critical thinking and apply them to the information technology environment.