*Business Tech with Consumer Concepts, Accounting, & Business Management*

*Kaculi G204*

*Classroom Policies & Procedures*

**Starting Class**:

* Class begins as soon as you enter the room.
* Quietly enter the room, go immediately to your assigned seat. Place your backpack under the table.
* The bellringer and agenda will be on the smartboard. Log-in and quietly begin bell-work.
* If there is a hand-out needed for class, it will be available on the counter for you to pick up on the way to your seat.

**Ending Class**:

* The bell does not end class. Class ends when all computers have been logged off, all equipment is in its proper place, the chairs are pushed-in and you hear me say “Have a great day”.
* Quietly take your backpack and supplies and walk to exit the room.
* The first person to leave the room will need to use the door stop to hold the door open.
* No lining up at the door.

**Bathroom Breaks**:

* There will be no bathroom breaks the first or last 5 minutes of class or during lecture.
* You will need to enter the request in E-hall pass for me to approve.
* Once you are approved, you will need to sign-out legibly on the clipboard with the time you leave. When you return, sign in with the time.
* 3 passes are allowed a semester.

**Being Tardy:**

* The classroom door will be closed when the bell rings.
* If you arrive after the bell, you are considered tardy.

**Using Computers:**

* In this class we will complete our computer work on the PC. You will not use your Chromebook, it will remain in your backpack.
* Computers are not to be abused. No pounding on keyboards or the mouse.
* Do not change the background or settings in the PC.
* No playing games on the computer, unless during specified free time or class learning game.
* The PCs will be locked during lectures.

**Turning in Papers:**

* There are 2 baskets. One for late work and one for today’s work. You will be printing several assignments. One student at a time, take your assignment off the printer and place it in the correct basket on the counter.

**Honesty:**

* Cheating will not be tolerated. You will receive an automatic 0 on the assignment.

**Missed Work:**

* If you miss a class, you will need to log into Schoology to see what you need to complete. (I will also have copies of any handouts in the classroom in the daily file folders) Missing work is your responsibility.
* You will have one day for each day missed to turn in for full credit. Every day after that, the assignment will be worth 10% less. After 10 class days, it will no longer be accepted for a grade.
* If you need help with any missed work, I am available during FLEX and after school.

**Grades in Skyward:**

* Any missing work will be entered as 0 in Skyward, as soon as the assignment is graded.
* If you have been absent and missed an assignment, the grade will be entered as a 0 until you complete the assignment. I will do my best to grade anything missed as soon as possible so that your grade is correct.
* Grading-
  + In class activities: 15%
  + Labs: 15%
  + Class Projects: 20%
  + Quizzes: 20%
  + Tests: 30%

**Sitting in Your Seat:**

* All four chair legs need to remain on the floor. There is no leaning back in the chairs. This is a safety issue, you will receive one warning, and the 2nd occurrence you will lose your chair for the remainder of the class. You can stand, kneel, or sit on the floor.

**Taking a Test:**

* Eyes on your own paper or computer. Turn finished paper upside down in the basket on the counter.

**Daily Work & Exit Ticket:**

* There will be a daily Exit Ticket to complete. You will find it on the Smartboard. The answer will need to be emailed to me, or submitted in Schoology.
* Most of the Microsoft work will be completed in class on the PC. A lot of these daily assignments will be submitted or printed for a grade.

**Cell Phone Policy:**

* Cell phones must be placed in a locker or in your backpack.
* No earbuds
* Smart watches are only to be used to tell time.
* If you are caught using a phone, it is an automatic referral.