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

*Kaculi G236*

*Classroom Policies & Procedures*

**Entering the Room**:

* Walk in ready to work
* Look at the SmartBoard to see what supplies you may need and grab them from the counter or cabinet. May be a handout or the textbook.
* Make sure you have a pencil if you need one for the day.
* Place your backpack under your desk or on back of chair.
* Check the SmartBoard for the Bell Ringer and begin when the bell rings.

**Dismissal**:

* A few minutes before the bell rings
	+ Clean up your supplies- put books and handouts away
	+ Make sure you know what your homework is for the night.
	+ Complete the Exit Ticket
	+ Log off of your computer
* NO crowding by the door before the bell. I will dismiss the class, not the bell.

**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.

**Being Tardy:**

* If you arrive after the bell, you are considered tardy.

**Using Computers:**

* In this class we will complete our computer work on the PC. Chromebook will remain in your backpack unless otherwise specified for stations.
* Computers are not to be abused. If you are pounding on any part of the computer you will have a warning and then consequences.
* 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.
* When the PCs are locked, do not try to get around it.

**Food & Drinks**

* No food or drinks allowed in the classroom. Water bottles are to be kept in your backpack (not on the desk).

**Class Grading Policy:**

* Grading-
	+ In class activities: 15%
	+ Labs: 15%
	+ Class Projects: 20%
	+ Quizzes: 20%
	+ Tests: 30%
* If you are caught cheating on an assignment or test- it will be an automatic ZERO.
* If you are caught allowing someone to cheat off of your screen or paper you will also receive an automatic ZERO.

**Late Work Policy:**

* 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 to find out what needs to be done and get it completed. I will not hunt you down.
* 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 most days after school.
* Any missing work will be entered as 0 in Skyward.
* 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 will be updated.

**Cell Phone Policy:**

* Same as the school’s policy- automatic referral.
* No earbuds, air pods, or headphones.

**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.