

Classroom Guidelines
Mrs. Wood, PHS Room D-8
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About Mrs. Wood and This Class

I am thrilled to be a part of Park High School and to have the opportunity to teach you about the business world. Whatever field you pursue after high school, it will relate back to business and I feel there is much to understand about business to be productive members of society. My classes are designed to be hands-on and give you the chance to learn skills and concepts relative to life after high school. I hope you can take away as much from my class as possible to apply it to the real world. I know I will learn equally as much from you. Thank you for being here and have a great semester!

Classroom Procedures

- **Seating** – Sit where you like. Your preference for seating will be respected unless it interferes with the conduct of the class. You may be asked to change seats during exams. Please do not roll around in your chairs.
- **Be Prepared** – Have the essentials when you come to class-class starts when the bell rings. Students should bring a pen/pencil, textbooks, homework, and binders to class every day.
- **Food/Drinks** – There will be **NO** food or drinks around the computers at any time. Food and drinks brought into class may be left on the table for students to eat/drink during class.
- **Assignments/Deadlines** – All assignments are expected on the due date. No late work will be accepted without consequences to the grade of the assignment. School policy is adhered to for absences and school sponsored activities.
- **Attendance/Tardies** – School policy will be followed. I **DO** mark students tardy. Three tardies in the class will result in detention after school. Students are allowed three hall passes during the semester. Each tardy will take away one remaining hall pass.
- **Respect** – Be respectful of others at all times in your actions and speech. Do not distract others or disrupt class. Everyone has the right to learn. I have zero tolerance for harassment, put-downs, and disrespect of others during school.
- **E-Mail and Internet** – Absolutely **NO** use of games, MySpace, e-mail or Internet (unless for an assignment). Class time is used for class activities and violation of this rule will result in a loss of computer privileges. Headphones are not permitted during class unless specified by the teacher.
- **Hats** – To promote and reinforce professionalism, hats are not to be worn in the business classroom at any time. Confiscated hats may be picked up in the office by a parent/guardian.

Classroom Discipline

Behavior appropriate in the business office is also appropriate for the business classroom. A certain degree of professionalism is expected in behavior and student work. This includes arriving on time and leaving when appropriate, few (if any) absences and tardies, accountability for one's actions and respect for everyone in the classroom. Students are expected to follow the guidelines set forth in the student handbook. If a student behaves in an inappropriate manner, the following steps will be taken:

- **First offense** – A warning will be given regarding the behavior.
- **Second offense** – A conference will be held between student and teacher and possibly parent/guardian to discuss alternatives to behavior.
- **Third offense** – Detention will be issued as well as a phone call/conference with parent/guardian.
- **Further offenses** – Will be referred to the counselor and/or administration.

Any disrespectful or harmful use of the equipment will result in a conference with your parent/guardian, administration, and myself and possible expulsion from class. If a technician is required to repair the damage, you/your parents will be responsible for the expense. You are expected to follow the district policy concerning computer use, including **NO GAMES OR UNAUTHORIZED INTERNET ACCESS.**

Classroom Grading

100-96.5	A+	89.4-86.5	B+	79.4-76.5	C+	69.4-66.5	D+
96.4-93.5	A	86.4-83.5	B	76.4-73.5	C	66.4-63.5	D
93.4-89.5	A-	83.4-79.5	B-	73.4-69.5	C-	63.4-59.5	D-
<i>Any grade below a 59.5% is failing.</i>							

I have read and understand this Open Disclosure for Mrs. Wood's class at Park High School.

Student Signature _____

Date _____

Parent Signature _____

Date _____