

## CLASSROOM RULES

1. When someone else is talking you are not. **Respect** other people in the class.
2. **Cell phones** will be put in the numbered pouch at the beginning of class. If you refuse to put your cell phone in the pouch, the principal and dean of students will be informed and there will be appropriate consequences. Cell phones may be allowed when needed for class and then Mrs. Smith will give you permission to use them.
3. You **may not** play games in the computer lab except what is listed on the board and on Mrs. Smith's wakelet website.
4. You may listen to your own music when permitted. You **cannot** have earbuds in when Mrs. Smith is giving lecture. **The first offense will be 5 points docked on the next available graded assignment; the second will be 10 and so on.**
5. **Do not** give anyone else your password.
6. Once Mrs. Smith has started class all students are expected to be in the **application that class is using** and not on the Internet or on a different application. **The first offense will be 5 points docked on the next available graded assignment; the second will be 10 and so on.**
7. Respect all equipment. Do not:
  - Try to **fix** it yourself
  - **Write** on any equipment – **including mousepads!**
  - Make **any changes** to the system folders/desktop unless authorized to do so
  - If you have a problem with your machine, you should **inform the instructor.**
  - Leave the mouse pads alone.

8. Do not leave materials in the classroom—**pick up after yourself.**
9. If a student's Internet **access is revoked** for a violation of the Acceptable Use Policy, if internet is required for the assignment, the student will have to complete their assignments outside the school or receive 0's.
10. You will be expected to follow all student policies outlined in the **student handbook.**

## HANDING IN ASSIGNMENTS AND FILING

Tray 1

Tray 2

Tray 3

**Tray 1—To Be Graded** - Work ready to be corrected.

**Tray 2—In Progress** - Work that printed after you left and you need to review and hand in. Holding bin if you need to leave something here.

**Tray 3 – To Be Handed Back**

## FILING

All work that has been corrected must be filed into your student folder in the file cabinet.

**CLASS SUPPLIES:** Pen/Pencil and Folder

## CONSEQUENCES FOR CHEATING

- Parents informed
- Receive a 0 on the assignment
- High School Principal and Dean of Students informed

## LATE PASS

Students will receive one late pass per semester that can be used to receive full credit on a late assignment.

## REQUEST TO RE-TEST

Students are allowed one re-test per semester on a test or a quiz if they fill out the request to re-test form. This is only allowed to be used within two weeks after the test is given.

**I have read and understand the classroom policies for the Business Education Department at Hazen High School.**

\_\_\_\_\_  
Parent DATE

\_\_\_\_\_  
Student DATE

**Parent Email Address:**

**Date turned in:**

## Business Education

## Hazen High School



*Mrs. Smith*

Email: [alison.m.smith@k12.nd.us](mailto:alison.m.smith@k12.nd.us)

## GRADING SCALE

94-100	A
93	A-
86-92	B
77-85	C
70-76	D
69 and below	F

**Assignment Late Policy:** If an assignment is late, it will be 50% off if turned in during that unit. Once the unit is complete, any late assignments will be zeroes. Assignments can still be turned in for the test exemption but they will receive a 0 for the grade.

The semester final will be 10% of the student's final grade.

All student grades are available on the school districts web site. Both parents and students have access to these grades. The site is located at: <https://hazen.ps.state.nd.us/public/home.html> If you have any questions, please feel free to e-mail me at [alison.m.smith@k12.nd.us](mailto:alison.m.smith@k12.nd.us)

## MAKE-UP LAB TIMES

- Before school.
- Bison Time.
- After school by appointment.