

Walcott's Classroom Rules

You should treat this class much like an actual business environment. Therefore, you should treat all expectations as criteria for evaluation of your performance as an employee. In this class you are expected to:

- ❖ Come to class on time every day. Good employees are rarely late for work and are usually early. (LEADER TIME)
- ❖ Bring required material to class.
- ❖ Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to miss school. Feeling less than 100 percent is not an excuse. Most jobs only allow a certain number of sick days per year.
- ❖ Only surf the net for personal use the last 5 minutes of the period. You don't get to surf the net during free time at work.
- ❖ NO LATE WORK POLICY. When an employer asks for a task to be completed, he/she expects it to be done in a timely manner and submitted on the due date. All assignments for the week must be turned in by Friday. After Friday, late work will not be accepted.
- ❖ Rolling around the room in the chairs is not accepted!
- ❖ Keep workspace clean and tidy. Clean up scrap paper and keep all class materials neatly on your desk. (HOME SWEET HOME)
- ❖ Have a good attitude; everyone has bad days. Don't let a bad day make you a bad person to be around.
- ❖ Respect each other: respect the ideas of others; respect others' property. Don't belittle someone simply because you don't agree. Be polite. Don't bother other people's materials.
- ❖ Plan to complete your Internet research and make your printouts at home or in the media center, not during my class. Students are prohibited from using the classroom printer unless instructed to do so by the teacher.
- ❖ TUTORING. Tutoring sessions are available for students that need additional help and/or support. Tutoring is available on Thursdays from 3:35 – 4:30 pm. Students must notify the teacher no later than Monday by 3:30 pm if they plan to report for tutoring on Thursday.
- ❖ **Be your best!**

Consequences for Violation of Rules and Regulations

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| ❖ First Offense | Verbal Warning |
| ❖ Second Offense | Teacher/Student Conference and parent contact |
| ❖ Third Offense | Teacher Disciplinary Plan (Detention) & parent contact |
| ❖ Fourth Offense | Office Referral |