

***FREEMAN HIGH SCHOOL***  
***BUSINESS EDUCATION DEPARTMENT***  
***Classroom Rules and Expectations***

Welcome to the ***Business Education Department*** at Freeman High School! I am looking forward to having a fun, exciting and productive year. My basic theme is “***Respect***” which is so appropriate with everything we do in education. If you want a good education, you must first establish a good foundation, beginning with respect. With that in mind, I’d like to talk a little about my policies....

**ATTENDANCE**

Prospective employers may call your teachers inquiring about your school attendance. To be successful in the business world, time management is extremely important. In the Business Education Department, a large degree of your work is done in class. Therefore, missing class time could adversely affect your progress.

**TARDIES**

In addition to attendance, the business world expects you to be punctual in your career. They expect employees to be at work and on time. For this class, it is expected that you will be in your assigned seat, making progress on the assignment when the bell rings. The **Freeman HS 10/10 policy**, where students are not allowed in the halls during the first and last ten minutes of class, will be strictly adhered to.

**CLASSROOM GUIDELINES**

1. **Always work to create a safe and respectful space in this classroom. Respect.....**
  - ✓ This room – clean up after yourself. **No gum, food, candy or chips are allowed.** Beverages are permitted **IF** they have a lid that can be screwed shut, limiting the chance of spilling.
  - ✓ The equipment – the computers are top-notch. Please help keep them that way. Always straighten up your area prior to being excused.
  - ✓ The chairs – no bumper cars or race cars. Please do not spin around in the chairs as though on a carnival ride, go “up and down” on them like an elevator, or race them against your neighbor. Please do not “ride” them to go to the printer, to your friends or to my desk.
  - ✓ Each other - No name-calling; No interrupting; Listen, but do not judge; Everyone may share, but not everyone has to share. There is **no place for harassment, bullying, put-downs or improper language.**
  - ✓ Others - “**Please, Thank You, Excuse Me**” are mandatory in this room. Treat others as you would like to be treated.
  - ✓ The FHS progressive discipline policy will be strictly adhered to. Major situations will be an automatic office referral. For minor situations:
    1. Teacher warning
    2. Teacher warning and parent notification
    3. Office referral - Lunch detention
    4. Office referral - Detention and a parent/teacher/administrator meeting
    5. Office referral - Detention and possible suspension.
2. Very seldom will **cell phones** be allowed in class. Please respect our green/red cell phone policy.
3. **Backpacks** are not allowed in any classroom.
4. **Listening** and **Note Taking** are two of the most valuable traits you can exhibit in this room.
5. A **Flash Drive** is strongly recommended to backup data and to transfer files home.
6. Unless there are extenuating circumstances, all computer work must be done in this classroom.
7. A \$10 lab fee (Workbook) is required for Accounting. No fees are required for the other classes.
8. **Be prepared** – In addition to a positive attitude, you will need a pen or pencil and notebook each day.

## STUDENT USE OF THE NETWORK

Our Network is a very powerful tool, providing us with valuable resources. However, with this resource also come many responsibilities. Below is a *short list* of some of the rules/responsibilities that we will adhere to at Freeman High School. **This list is subject to change at any time.**

- ☺ Access to the Network/Internet is a privilege. Internet use is for research and educational purposes only, unless given your teacher's approval.
- ☺ All students must conduct themselves in a responsible, decent, ethical, and polite manner.
- ☺ Students must keep passwords confidential. A combination of alphanumeric, symbols, upper/lower case characters is strongly recommended. An example would be 2018Dawg\$
- ☺ Students are not to access other people's passwords or accounts.
- ☺ Students are not to copy and/or install software or download files from the Internet.
- ☺ Students may be permanently removed from the network for any copyright violations.
- ☺ Students may use iTunes to rip CD's for educational purposes only, such as for use with PowerPoint and/or Flash.
- ☺ Students are not to visit inappropriate sites, including Facebook and Pinterest.
- ☺ Students are not to hack or attempt to hack the school's network/website or other's websites.
- ☺ Students are not to check their Email accounts **without** a teacher's permission. All students will have access to a "goscotties" email account.
- ☺ Students are not to play **ANY** on-line games, or to download **ANY** games, or to play **ANY** games contained on their flash/jump drives **without** a teacher's permission.
- ☺ Students are encouraged to check their grades on Skyward, but need to do so outside of class time.

**Additional requirements will be added as the term progresses.**

Consequences for inappropriate use of the computers and/or network, as with other discipline in the district, **will reflect the seriousness of the infraction**. The following are **possible** consequences for network/Internet infractions:

- 1<sup>st</sup> Offense – Detention, with the loss of all computer privileges for a minimum of 2 weeks.
- 2<sup>nd</sup> Offense – Detention or suspension, with the loss of all computer privileges for a minimum of 1 month.
- 3<sup>rd</sup> Offense – Suspension, with the loss of all computer privileges for the remainder of the school year.

The teacher, principal and/or network administrator reserve the right to determine final disciplinary action based on the severity of the infraction. For more information regarding course objectives or general Freeman High School expectations, contact:

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**- Use Self-Discipline -**

*Do what has to be done    When it has to be done    As best as it can be done.    Do it that way all of the time.*