**Washington Community High School**

**Mrs. Mose**

**Accounting I, Intro to Business, OTT**

***General Classroom Policies & Procedures***

 The goal of my classroom policies and procedures is to create a positive learning environment for everyone involved. In order to be successful in my class and later on in the real world, you must learn to follow certain protocols for behavior. In general, I believe if we communicate, are respectful of one another, and follow a few simple classroom rules, we can achieve a great deal of learning this year and have a lot of fun along the way.

**I.** **Procedures for Entering the Classroom**

- Be on time!

- Turn in any homework from the previous day in the proper place in the front of the room

- Be in your seat when the bell rings

*\*You are late to class and will be marked tardy if you are not inside the classroom when the bell rings. If you are late, walk in quietly and take your seat. School tardy policies will be followed.*

**II. In-class Work Time**

* You will rarely have ‘homework’ in any of my classes. As a result, you will be expected to take advantage of class time to work on assignments. It will be common for an assignment to be due “when the bell rings.” In a sense, you will have ‘**here**work’ rather than ‘**home**work’ in my classes. The reasons for this are:
	+ You can collaborate more easily with your peers. I encourage you to seek their advice and work with those sitting around you whenever possible.
	+ You can ask me questions. The idea of herework allows me to monitor your progress and understanding and help you along the way when necessary.
	+ I do not want to waste your time outside of school with unnecessary busy work. I believe in efficiency and want to make all assignments meaningful and to the point.

**III. Procedures for Absences**

* It is your responsibility to *communicate* with me before or after class, remind me of your absence, and make-up any assignments or tests in a timely manner when you return from an absence.
* School policy: You will have 2 days to make up work for every 1 day missed.
* Check Google Classroom, contact a classmate, or e-mail me to locate work you may have missed

**IV. Missing Work Policy**

* If you fail to turn in an assignment by its due date, you may receive **half credit** if turned in by the end of the current quarter.

\*\*OTT exception: you will have a week long grace period in which you can receive full credit for a late assignment turned in up to a week past the due date. Beyond that, you may receive half credit if submitted by the end of the grading period.

**VII. Leaving the room**

* If it is an emergency, you may leave the room for restroom use, to visit the nurse, or to go to your locker. When leaving the room, you must sign-out in the front of the room and take a cardboard pass.

**II. Cheating Policy**

Don’t cheat. It’s not cool and will get you nowhere in life.

- First cheating offense: automatic zero on assignment/quiz/test for all parties involved in cheating process

- Second cheating offense: automatic failure of class

**IX. Bring Your Own Device**

Cell phones will be used at my discretion and used respectfully. When I am teaching, keep phones away and head phones out of ears. Essentially, I ask that you be smart and use good judgment about when to use phone and when to put it away. After 3 ‘strikes’ regarding the policy, result will be dean referral and loss of phone for remainder of quarter.

**X. Procedure for the End of Class and Class Dismissal**

Do not start packing up your materials until I have given you the OK to do so. With a few minutes left in class, we will wrap things up and get ourselves organized for the next period. During this time, you must stay in a seat. If you choose to line up at the door, the entire class will need to wait to leave until I have given permission to do so.

**XI. Overall Classroom Expectations**

*Be prepared* – bring all necessary materials for the day

*Be respectful* of peers, teacher, and classroom. Treat others the way you want to be treated.

*Be responsible* in terms of turning in work when due and in the case of absences

*Be positive* – my classroom is a whine-free zone. School isn’t such a bad place ☺

*Be a good listener* – follow directions and listen the 1st time instructions are given

*Be mindful* of school rules/policies

**XII. Consequences**

If you choose to disobey the above rules, you will face consequences:

 1st offense – verbal warning

 2nd offense – teacher action (new seat, individual detention, loss of privileges)

 3rd offense – dean referral/parent contacted