

Mr. Lucero's

Class Procedures

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Class Procedures

1. Entering the classroom

Pull folder.

Students who do not pull their folder will be marked absent and lose 5 points for the day. Your folder is your time card!

Seat yourself and record the daily agenda.

Begin Business Smarts Activity.

2. Calendar/Agenda

Look at your calendar on a daily basis.

Record daily agenda.

Please do not ask, “**what are we doing today?**” until you have looked at calendar and daily agenda.

3. Business Smarts Activity

These exercises will be included in the daily agenda and should be completed the **first ten minutes of class** everyday. Do not turn exercises in unless otherwise instructed.

Please check white board/projector for Business Smarts Activity. You may begin as soon as you have reviewed the daily agenda and recorded it.

4. Briefing

After Business Smarts Activity, teacher will brief regarding assignments and agenda.

5. Daily Agenda Sheet

This must be filled out on a daily basis.

Record date, objectives, and assignments for the day.

Example:

DATE	OBJECTIVES	ASSIGNMENT
8-14-04	1. Learn class procedures. 2. Learn class rules.	1. Practice class procedures. 2. Sign and date class contract.
ABSENT 8-15-04	1. Review internship information.	1. Complete student information sheet.

If you are absent, please mark “ABSENT” for the day you are absent.

6. Testing

All tests must be worked on independently unless otherwise instructed.

Make sure your test is submitted in numerical order if they are numbered.

Make sure your **name, test subject, date and period** is on the front of the answer sheet.

Five point deduction for incorrect procedure.

7. Turning in Assignments/Tests

Your full name should be printed or typed in upper right hand corner.

All assignments should include the following information:

First and Last Name - Printed
Date
Period
Name of assignment/ test/ project

Put assignments in appropriate basket.

Please do not put assignments in folder.

Five point deduction for incorrect procedure.

8. Grading

Students are responsible for recording own grades in folder.

Grades will be discussed after class or at teacher's discretion.

Students receiving a C or below should schedule an appointment with teacher to get extra help.

9. Progress Reports

Progress reports will be given to students who:

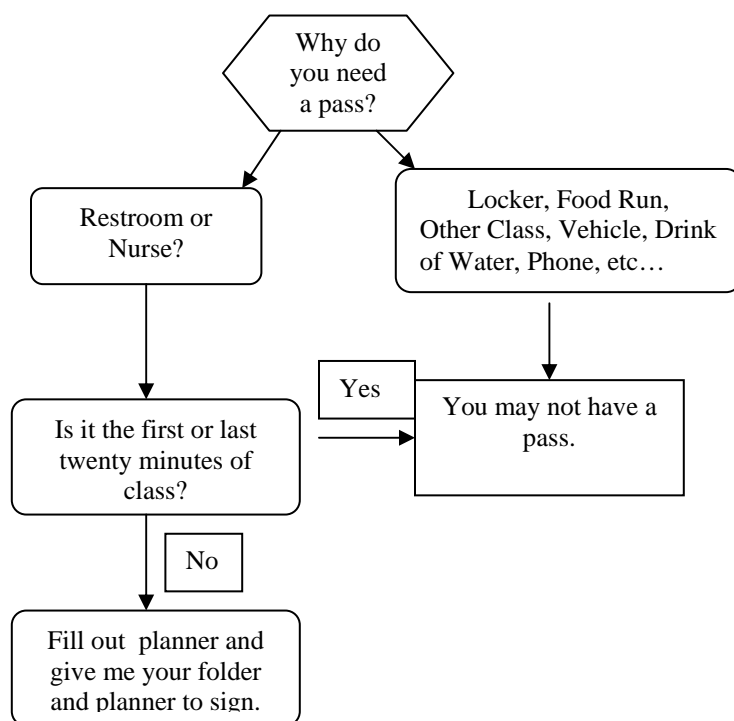
- Have more than three absences in class.
- Have a D or below in the class.
- Do not follow rules in class and are disruptive/disrespectful.

10. Passes

Passes will only be given for restroom and nurse.

Passes will not be given first twenty minutes of class and last twenty minutes of class.

Passes will not be given to students who interrupt during lectures.



11. Computers

Please follow the rules posted on each computer.

12. Make-up Work

Lowest unit grade will be dropped.

Lowest portfolio grade will be dropped.

Make-up work will be given only for school related absences.

13. Food and Drinks

No food or drinks are allowed in the computer lab.

If food or drink is visible, it will be taken from you.

14. Cell Phones/Head Phones

Cell phones may not be visible and must be turned off during class.

Cell phone will be taken away if teacher sees it.

15. Manners

Important words to use in class:

“Please”

“May I”

“Thank You”

“Your Welcome”

“Excuse Me”

“Mr.”

“Mrs.”

16. Tardy

Pull folder.

Put pass to class in the basket on teacher’s desk

Seat yourself and review calendar.

Begin Business Smarts Activity.

17. Class Participation

Review calendar codes.

Please raise hand to speak; please wait for teacher to call on you.

Only questions relevant to material/lecture will be addressed. All other inquiries will be addressed at the end of class.

18. End of Class

Clean work stations – last five minutes of class.

Put folders in bin.

Teacher will dismiss class after workstations are clean and everyone is seated!

19. Supplies

You are responsible to bring a pencil, pen and paper to class everyday.

Passes will not be given to locker to retrieve supplies.

20. Noise Control

One whistle signifies everyone to stop talking at once.

Two whistles signifies only whispering is allowed.

Three whistles signifies students may talk using their normal tone of voice.

21. Questions

Please raise your hand to ask a question.

Questions **pertaining** to the lecture or material being covered will be answered on a timely basis. All other questions will be answered at the end of class or at teacher's discretion.

22. Absent/Make-Up Work

The day you return, ask a classmate for their daily agenda. This will tell you what we did in class the days you were out. Continue to locate a student who has their daily agenda filled out.

If you need a copy of a worksheet from the teacher, please raise your hand and make your request during the Business Smarts Activity or wait until the last five minutes of class.

Any other requests made regarding absences will take place outside class time or at teacher's discretion.

Students who are absent (other than a Knight Absence) may not make up graded work since the lowest exam grade and assignment grade may be dropped.

23. Working in Groups

The teacher will assign groups.

Each student must contribute to the group.

Group grades will be issued rather than individual grades.

Please inform teacher if student(s) are not contributing.

Students are not allowed to change groups.

24. Portfolio Notebooks

Please keep notebooks clean and organized.

Notebooks will be checked periodically for completeness.

Points may be deducted from grade for lack of organization.

Items to include in notebook:

Class procedures, rules, assignments, tests, projects, accolades, etc....

25. Assistance

Please raise hand when you need assistance.

If teacher is busy or occupied, please wait patiently until the teacher can offer assistance.

26. Knight Absent Forms

Please give to teacher first ten minutes of class. They will be given back by the end of class.

27. Grade Checks

Please give to teacher first ten minutes of class. They will be given back by the end of class.

28. Passing in Assignments

Please make sure that all assignments turned in have the following:

First and Last Name - Printed
Date
Period
Name of assignment/ test/ project

If a test, make sure to put test number on the scantron.

Assignments that will be graded should be put in the basket located in front of the classroom.

LAPs and other non-graded handouts should be given to the teacher. If LAPs are being used for a test, submit the LAP along with the test.

Please **submit tests and answers sheets to the teacher.**

29. Grading Papers

Please write your name in the upper right hand corner. This signifies that you graded the paper.

In the top middle margin, write the score and circle it.

Your grade will be subjected to point deductions if you incorrectly grade a paper.

30. Finishing Early

Please see additional assignment list after completing class assignments early.

Additional assignments may be completed for extra credit.

Students are not allowed to sit and do nothing in class. You must be working until the end of class.

31. Getting out of your seat

Students may leave their seat only to perform assignment related tasks.

Students are not allowed out of their seats to speak with friends.

32. Announcements

No talking is allowed during announcements.

Five point deduction for talking.

33. Fire Drill

Please see Fire Drill procedure posted in the room.

Students must leave and return as a class.

34. Assembly/Abbreviated Day

Normal class procedures are enforced.

Student more than five minutes late will not need a pass to enter the class.

35. Visitors in the Classroom

Normal class procedures are enforced.

Major point deductions will occur for inappropriate behavior (teacher's discretion).

36. Teacher is not in Classroom

Normal class procedures are enforced.

Major point deductions will be enforced for inappropriate behavior (teacher's discretion).

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