



We will abide by J.P. Taravella Rules and Policies and [School Board of Broward County Code of Student Conduct](#), PLUS:

Mrs. Webster's #1 RULE: RESPECT

You must not engage in any behavior that will interfere with your own learning or with that of your classmates.

I expect that you will:

1. Come to class *on time*, prepared to work and learn
 - Bring materials (homework, composition book, binder/folder, pen, paper, etc.) needed to fully participate
 - Be alert and ready to participate.
2. Treat everyone in our classroom with respect
 - Do not interrupt others when they are speaking...especially me ☺
 - Do not use profanity or vulgar language.
 - Keep hands and feet to yourselves.
 - Be courteous to our visitors.
3. Handle our resources with care.
 - **Eating and drinking are not permitted in the classroom!**
 - **Textbooks do NOT leave the room unless they have been assigned to you..**
 - Follow Broward County Code of Conduct policy for Technology Usage.
4. Leave your cell phone, iPod, and other electronic devices in the OFF position, OUT OF SIGHT, OUT OF REACH and OUT OF USE while in my classroom!
5. Do your own, best work
 - I have zero-tolerance for cheating, whether it's copying someone else's homework, glancing at another person's test paper, or passing another person's work off as your own. The consequence for cheating is an automatic zero. A "pattern" of cheating (the SECOND OFFENSE) will result in a call home, a referral to administration, and additional consequences. Any club officer caught cheating will be removed from his/her office, and cheating is grounds for being removed or barred from National Honor Society.

THE REWARDS FOR ABIDING BY THE RULES:

- You'll learn more
- You'll accomplish more
- You'll have more fun

THE CONSEQUENCES YOU CHOOSE TO ACCEPT IF YOU CHOOSE TO BREAK A RULE:

- Forfeit "Webster Restroom Pass" or daily points
- One-on-one conference with me
- Contact parents and detention
- Internal Suspension
- Referral to administration
- Removal from class

If behavior is threatening to yourself or another student, I will go straight to referral and removal from class

Classroom Procedures

1. Before the bell rings:

Homework: Place homework in the designated bin. Returned homework should be placed in your folder/binder for future reference. If I make a mistake and do not give you credit for an assignment you turned in, you must show me the **graded** paper with my dated stamp on it to receive credit. Late work will receive ½ credit. **Once homework is reviewed in class, it cannot be turned in for credit.**

2. **Beginning the class period:** Be seated and begin working on the day's "Do Now" assignment, which will be posted on the board or on the projector screen.
3. **Leaving the room during class time:** Under no circumstances are you to leave the classroom without my permission and an approved pass. Three **Webster Restroom Passes** will be given to each student at the beginning of each quarter. Unused passes will **expire at the end of each quarter** and can be redeemed for extra credit points the last week of each quarter. Lost passes will not be replaced. Webster Restroom passes may not be shared!
4. **Entering classroom late:** Come in the room quietly. Sign in on the Sign Out/In clipboard and attach your pass to the clipboard. If you do not have a pass you must forfeit and attach a **Webster Restroom Pass** and attach it to the clipboard. Failure to sign in and/or attach your pass will result in a detention. Once all Webster Restroom passes have been used you will receive a detention in accordance with school policy. If you do not sign in you will be marked absent. If you must speak to me, sign-in, go to your seat, and raise your hand when it is appropriate to do so. Do not interrupt me if I am speaking to the class.
5. **If you miss class due to an excused absence:** You are responsible for securing any make-up assignments and turning in the work. You have two days for every excused absence from the date of your return to school to turn in the work for credit. If you miss a quiz or a test, you must make it up within one week of your absence. See me to schedule your afterschool make-up time; **NO make-up tests will be given during class time.** Check my website for major assignment information.
6. **Class dismissal:** THE BELL DOES NOT DISMISS YOU. Students are to remain seated until I dismiss the class. I will wait to dismiss the class until everyone is ready for dismissal.
7. **Grades:** The grading scale is determined by School Board policy. Quarterly grades will reflect your participation in class discussions and your performance on projects, quizzes, class work, homework and tests. **See class syllabus for details.** You should check Pinnacle to keep track of your grades.
8. **Business Dress:** All students are **required** to dress in business attire the first and third Wednesday of the month. Professional dress is part of the curriculum and **failure to dress appropriately will result in a failing grade for business dress.** If professional dressing creates a hardship for you, please see me privately. I may be able to help.
9. **Computers:** Report any computer malfunction immediately. If problems are found after you leave the classroom, you may be blamed. Absolutely no downloading is permitted. If you are found to have games saved in your school folder you may be denied access to your folder. Do not send personal e-mails or instant messages at ANY time. If you have completed all your work you may be on the computer at appropriate sites. Do not use hand lotion before using the computers. **Printing work for other classes is not allowed in the business lab.**
10. **Daily Points:** You start each quarter with approximately 200 Daily Points. 5 points will be deducted for an any absence (excused or unexcused), unexcused tardy, excessive talking, goofing around, being off task, sleeping, eating, not logging off the computer, leaving a messy computer area, etc. No points will be deducted for approved in school activities including field trips or testing.

Return this paper for 25 points. Due at next class meeting.

These rules and procedures are established to ensure a healthy learning environment for all students. Your signature indicates that you have read and understand these rules and procedures, and that you accept the consequences for infractions.

Student (print clearly): _____ Period: _____

Student (sign): _____ Date: _____

Parent (sign): _____ Date: _____