#### Classroom Requirements & Expectations:

Here are some of the ground rules to ensure we get off to a good start!

1. Dress code is in full effect at all times. Please refer to your student planner for details.

2. It is your responsibility to be present and on time each and every day.

3. Come prepared to class each day - come with a pen & pencil, 3 ringed binder with lined and plain paper, and a calculator.

4. Participation in class discussions is strongly encouraged and really helps to enhance everyone’s experience in the course.

5. There is a “sign-out” book for when you need to leave the classroom for e.g. washroom breaks etc. Remember: students cannot leave the classroom in the first 10 minutes or in the last 10 minutes of class. Please do not ask. Please do not abuse this privilege or it will be taken away.

6. This is a business course and therefore will run like a business which includes having classroom managers, special duties, and weekly board meetings (will be discussed further in the first week of classes).

7. No hats, cell phones, MP players, and/or personal electronics are allowed in the classroom. Put them away or they will be confiscated.

8. Consequences (e.g. detentions, phone calls home etc.) for multiple lates, poor attendance, inappropriate behaviour and failure to follow classroom rules will be enforced. \*Strike system.

9. Always remember to strive to achieve the ten desired character traits (refer to the back of your planner)

10. Let’s have a fun semester keeping in mind mutual respect, school appropriate answers (in class discussions etc.), and respectful listening.

Evaluation:

1. If you are absent from class, you must check with another student (“buddy system”) for assignments, hand-outs, scheduled quizzes/test and homework that you have missed. Please write down in your planner the names and contact information of two classmates so you two reliable sources to go to if you are away. You may also check the website [www.hstepanek.weebly.com](http://www.hstepanek.weebly.com) for all course work. Therefore, I do not want to hear “I was away” as an excuse for missing work.

2. Tests and due dates for major assignments will be announced approximately 3-5 days in advance so that you can arrange to be present and prepared. Whenever possible, please schedule appointments before/after school hours. Any student who skips class on the day of a test/presentation/quiz etc. and cannot legitimize their absence could receive a grade of zero.

Late Assignments:

1. Students are expected to work diligently to meet all due dates. A due date and an ultimate due date will be designated ahead of time and students will be notified verbally and it will also be written on the “Evaluations Deadlines” page of my website. If a student misses the ultimate due date or if the project, test, assignment has been marked and handed back, the student could receive a grade of zero.

2. If for some reason you cannot meet a deadline, it must be negotiated with me prior to the due date. Extensions will only be given in exceptional circumstances.

Need extra help? Please make arrangements with me! I am in TW10 (right next door!)