

BUSINESS DEPARTMENT EXPECTATIONS AND POLICY

Attendance	<ul style="list-style-type: none"> ★ Students are expected to attend regularly. ★ Students leaving during a day for sports or other school events where the student knows ahead of time, should let the teacher know in advance so that work can be assigned. ★ Students are responsible for clearing up their own record of unexplained absences with the office. ★ STUDENTS ARE RESPONSIBLE FOR ANY CLASS WORK, TESTS OR ASSIGNMENTS DONE DURING AN ABSENCE. (Use the buddy system)
Late to class	<ul style="list-style-type: none"> ★ Students are expected to attend class on time. Persistent lateness will be referred to a Vice-Principal.
Missing tests	<ul style="list-style-type: none"> ★ Major tests must be written on the day designated by the teacher. A planned absence on a test day must be cleared BEFORE the test with the teacher. ★ Tests missed for legitimate reasons (teacher's discretion) will normally be made up on the first day back and must be made up within three school days . (The exact make up date will be up to the teacher.) The student must see the teacher upon return with a note to explain the absence. Failure to do so may result in a mark of zero. ★ Any test missed due to an unexplained absence or for a reason not considered legitimate, will result in a mark of zero. ★ Make-up tests will be written at times assigned by the teacher in order that class is disrupted as little as possible and will usually be during the student's non-scheduled class time.(lunch, after school) ★ A Vice-Principal or Principal must be consulted in the event of an absence from the final exam.
Academic Dishonesty	<ul style="list-style-type: none"> ★ Students are expected to complete and hand in their own work. ★ Students cheating on a test or exam will be given a mark of zero on that test. ★ The work of others must be cited appropriately on any work. Plagiarism for part or all of an ISU or assignment, will result in a mark of zero being assigned for the work.
School Property	<ul style="list-style-type: none"> ★ Students are not to chew gum, eat or drink in the classrooms. Bottled water may be allowed at the discretion of the teacher. ★ Students are expected to keep desks free of garbage and pen and pencil markings. Rooms are to be kept tidy. ★ Textbooks are to be returned as assigned. Losing a text or defacing it will result in a student being liable for the cost.
Due Dates	<ul style="list-style-type: none"> ★ Due dates for assignments should be recorded by students in their planner or calendar. It is the sole responsibility of the student to ensure all tests and assignments are completed and handed in on time. ★ Major assignments must be handed in on the due dates; even if the student is absent. They must find a way to had in the assignment. ★ Missing a presentation may result in the loss of the opportunity for the student to present their work for credit. ★ Late assignments will not be accepted outside of the current unit being taught or after marked work has been returned. Teachers may assign a "Closure" date after which time work will not be accepted. (This date will normally be 3 days after the assigned due date).

Decorum	<ul style="list-style-type: none"> ★ Students are expected to sit quietly in their seats and listen to the morning announcements. ★ Students are expected to work all period and not to pack up early. ★ Students will not be dismissed early from class at any time of the day. ★ Class is dismissed only when the teacher indicates. Students are not to leave until dismissed. ★ Chairs are to be pushed in after class is dismissed and the work area left clean. At the end of the day, chairs are to be carefully placed upon the desks.(except in computer labs) ★ Students must listen to lessons and put their hand up in order to participate. ★ Hats, lighters, coats, disc-mans or backpacks, should not be brought to class. ★ Students must ask for permission to leave the classroom and will be required to sign in and out. Washroom breaks, phone calls, drinks, meetings, etc., should be resolved before class. ★ Students are to demonstrate respect for themselves, class mates and the teacher.
<i>Learning Skills – Organization</i>	<ul style="list-style-type: none"> ★ Students are required to bring paper, notebook, pen, pencil and text everyday. ★ Students must develop time management skills to effectively use a planner in order to meet due dates and prepare for tests.
<i>Learning Skills – Works Independently</i>	<ul style="list-style-type: none"> ★ Students are expected to: stay on task, not have to be asked to begin assigned work, avoid socializing, try all homework, do their own work, work all period, complete all work, revise work when needed
<i>Learning Skills – Teamwork</i>	<ul style="list-style-type: none"> ★ Students are to show respect for the ideas and opinions of others. Only one person should speak at a time. ★ Students must take responsibility for their share of a group’s work. ★ Students must listen while others are speaking and share their ideas with a group or class politely.
<i>Learning Skills – Initiative</i>	<ul style="list-style-type: none"> ★ Students are expected to: make their best effort everyday, seek help when needed, have a positive approach to learning.
<i>Learning Skills – Work Habits/ Homework</i>	<ul style="list-style-type: none"> ★ Students are expected to: take neat notes and keep an organized notebook, work all period, do all work assigned, meet due dates, come prepared to work.

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I have read the expectations and understand them. I understand that I will be reminded of these rules should any of the situations referred to in these sheets arise during the semester. I understand that consequences to noncompliance may include notification to parents, a referral to a Vice-Principal, or community service in the classroom. Further, I understand that academic dishonesty, failure to hand work in, missed tests for unacceptable reasons, or copying another’s work, will impact my final grade in the course.

(student signature)

(date)

(parent or guardian signature)

(date)