

# Class Goals and Expectations

**MOS/CIS100 CAP Course**

Mrs. Lamb

*Business Education: Knowledge for Life*

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## Goals

- Understand and relate to each of you
- Have each of you successfully pass the certification tests
- Motivate you to work to your potential
- Motivate you to enjoy learning



## Expectations

- Come to class on time
- Complete assignments on time
- Show respect for the teacher, yourself and classmates at all times
- Respect other's property, the school's included
- Follow Lab Rules
- Ask questions and ask for help!
- Come to school
- Ask for work when absent
- Be a kind person

## Preparation for Class

- You should bring the following to class everyday:
  - Writing utensil—pencil or pen
  - Notebook
  - Any assignment that is due

## Cell Phones

- Phones should silenced and put face down on the desk when the teacher is instructing
- No texting, picture taking, video taking
- Phone calls should not be answered
- Use of cell phones for social media is not permitted
- Cell phones will be permitted when working independently (with earbuds) for listening to music
  - Students should ask permission to use their cell phone for any other reason

## ***Consequences:***

- 1<sup>st</sup> offense: Warning
  - 2<sup>nd</sup> offense: Confiscation of cell phone
  - 3<sup>rd</sup> offense: Confiscation/10 pt deduction from professionalism grade/phone call home
  - 4<sup>th</sup> offense: Confiscation/10 pt deduction/call home and removed from the class for the period
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## Grades

Your quarterly grade will be a combination of tests, assignments, participation/professionalism.

Tests/Projects = 70% of the quarter grade

Assignments = 30% of the quarter grade

- ❖ Professionalism = 1 test grade
  - This is a test grade based on attendance, preparedness for class, behavior in class, tardiness, other infractions.
    - *5pts deducted for each infraction)*
    - *Attendance—5 pts for every 3 absences*
    - *Cheating will result in 10 pt. deduction, a zero as a grade for that test or assignment and a phone call home. This usually involved two people!*
    - *Positive attitudes, helping others, attending open house, parent conferences can add professionalism points back on.*
- ❖ Notebooks = 1 test grade—collected at the end of each quarter

## Extra Help

I am usually available every day after school 10<sup>th</sup> period. This is a good time to get help or to finish assignments that may not have been finished in class.

## Classroom Behavior

The rules indicated in your Student Handbook will be followed in the classroom.

**If you break the rules, you are subject to the consequences.** These may be in any order:

- A warning
  - A phone call home
  - A behavior referral written
  - Detention or suspension
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