**Mrs. Debbi Mottern**

**Hospitality & Tourism Exploration**

***Classroom Rules and Procedures***

Class Rules:

While in this class, you are expected to follow these basic rules:

1. Be in your seat, ready to work, when the tardy bell rings. If you need to go to the bathroom before class, please ask/tell me first after you have placed your things at your table.
2. Bring all required materials to class each day.
3. Follow instructions the first time they are given.
4. Participate responsibly in classroom activities and discussions.
5. Cell phones only for educational use. (I will determine when they can be used).
6. You may have food and drinks at the middle tables only. You must clean up after yourself. No canned drinks allowed. No gum if I see it or hear it.
7. If you need to go to the bathroom during class, please raise your hand to ask. Please refrain from leaving class during lecture/discussion /explanation time.

Consequences:

1. Warning/reminder (may include confiscation of item for rule 5)
2. Phone call home
3. Discipline referral

Required Materials:

Plan to bring the following materials to class daily:

1. A blue or black ink pen, pencil, and a highlighter.
2. 1 inch 3-Ring binder with notebook paper
3. Any assignments due that period
4. A flash drive – not required but encouraged to have

Written work:

All assignments must be neat and legible. Typed work is preferred unless it is a worksheet. All papers turned in should have a complete heading:

**Name**

**Date**

**Class period**

Homework Policy:

Homework in this class is intended to practice skills already introduced in class, to prepare students for the next day’s class, to elaborate on ideas introduced in class, or to review material for tests, quizzes, or other activities. Students will rarely have homework unless time is not utilized in class.

1. Students should make every effort to complete homework on time. However, late assignments are accepted at up to 50% of their original value during the unit in which they are assigned.
2. No late assignments are accepted after the finish of the unit or during the last week of the semester.

**Student Acceptable Use Policy**

**General Guidelines:**

Computer hardware and software are to be accessed in the classroom related to work for this class only. You may not use the computer for personal reasons, including internet searches, printing personal notes or pictures, and other activities not related to this class.

The use of equipment must not be used in a destructive way or inhibit someone else from using the equipment. Each student will have access with their own username and password. That is **not** to be given out to anyone.

**Internet Guidelines:**

School use of Internet is monitored closely by the school system’s server. Internet use is tracked and can identify a specific computer and user at a specific time. Most inappropriate sites will be blocked however; there may be links that may lead to inappropriate sites. So, if in doubt, don’t click on the link. If you do gain access to a site that should be blocked, please report the site to me immediately so that I can inform the Technology Coordinator and have it blocked.

**E-mail Guidelines:**

Each student will have a school e-mail account. That is the only e-mail that is acceptable to access. **You may not use the equipment and software to check your personal e-mail.**

**Consequences:**

Failure to adhere to the above guidelines for acceptable use will result in detention, loss of the privilege to use the resources, or both. Students who repeatedly violate the acceptable use agreement will be referred to the CTE Director for further disciplinary action.

**Business and Information Technology**

**Student/Parent Signature Page**

**Please read all documents and check off each item below. Sign and return this page by Friday, August 7. (Please only return this page. You may keep the other documents for your information.) If you have any questions, please contact me.**

* Class syllabus
* State curriculum standards
* Parent letter
* Classroom rules and procedures
* Student acceptable use policy

**I have reviewed each of the documents checked above and understand what is expected.**

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**Parent (Guardian) Signature Date**

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**Student Signature Date**

**Please provide phone number and/or e-mail so that I will have correct contact information.**

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