

## Keyboarding Expectations

- ⊙ Please be on time. When the bell rings, you should be in your seat ready to begin class. You will be marked “tardy” if you come in late. If a teacher holds you back from a previous class – please bring a pass with you to class.
- ⊙ Please come to class prepared - bring materials with you; you will not be allowed to leave to go back to your locker.
- ⊙ Please keep your returned, graded papers until the end of the grading period to ensure grades are correctly entered and reported. You will be provided a folder to keep in the classroom for your materials.
- ⊙ Take responsibility for your workspace – push in your chair, throw away trash, etc. on your way out.
- ⊙ Leave all food, drink, or candy, in your locker.
- ⊙ Please leave your, cell phones, iPod’s, or any other electronic devices in your locker.
- ⊙ You will pay for any damages caused by you to school-owned property, including computer components.
- ⊙ Please do not change the settings on the monitors or unplug the cords on the back of the computers.
- ⊙ Complete your own work. Cheating or attempting to cheat will result in failing grades. Each circumstance will be reviewed independently.
- ⊙ When you miss class due to illness, appointments, etc. it is YOUR responsibility to collect any make-up work. Do not ask during class what you missed. See me before school or after school to discuss missed assignments and due dates. Make-up work must be completed outside of class on your own time.
- ⊙ If you are absent the day before a quiz, you will be expected to take the quiz as scheduled.
- ⊙ Any homework that was due on the day you were absent must be turned in on the day you return for full credit.
- ⊙ All assignments are to be completed and ready to turn in, check, or discuss at the **BEGINNING** of class.
- ⊙ Games are not allowed to be played on the computers – educational purposes only!
- ⊙ The Internet is off-limits unless given permission to use it.
- ⊙ You are allowed to print ONLY school related materials.
- ⊙ Ask questions if you don’t understand directions or assignments.
- ⊙ All work should be either word processed or written legibly – if I can’t read it, I can’t grade it and you will receive a failing grade. I reserve the right to not accept homework that is done sloppy or with an unacceptable level of effort. If given a second change to do the assignment, points will be taken off for not doing it correctly on the first attempt.
- ⊙ Your name must be on your paper or you will receive a “0” for that assignment, test, quiz, etc.
- ⊙ All rules in the student handbook apply to my classroom as well.

### Late Work Policy

Late 1 day:	25% off	Late 3 days:	75 % off
Late 2 days:	50% off	Late 4 days:	0 credit

*The only exception includes excused absences.*

***I have read and understand the above stated classroom expectations and agree to follow them.***

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**Student Signature**

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**Parent Signature**

\*\*Parents/Guardians – please utilize my web site at: <http://www.fallcreek.k12.wi.us/faculty/debshew>

On my web site you will find my weekly lesson plans, assignments, links to help with assignments, grading rubrics and other announcements.

You may also email me at [debshew@fallcreek.k12.wi.us](mailto:debshew@fallcreek.k12.wi.us) or call at (715) 877-2809 ext. 1113