

The Villages Charter High School

2025 – 2026

Digital Information Technology

Business and Entrepreneurship Principles

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This classroom is a workplace, and a learning environment that requires a business-like atmosphere. The goal is to create a place and atmosphere where you, your fellow students, and I can work and learn together. Each student shares in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards.

As a student in our learning community, you are expected to:

1. Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.
2. Share in making decisions regarding your work.
3. Keep your mind focused on your work and work hard all of the time.
4. Be polite, courteous, and considerate of one another and one another's space at all times.
5. Support, encourage, and assist your fellow students in their learning.
6. Come to class on time every day and be prepared to participate actively.
7. Use behavior and language at all times that is appropriate for school.
8. Talk in a respectful, conversational tone and listen courteously when other students are speaking or when the teacher is addressing the class or asking questions.
9. Respect the speaker, whether it is the teacher, another staff member, or another student.
Do not talk while another person is addressing the class.
10. Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.
11. Do not eat in the classroom. Drink only bottled water.
12. Turn off your electronic devices before coming to class and put them away in your backpack.
13. Comply with VHS dress code policy.
14. Comply with all district and school expectations and regulations.

Class Procedures

The following classroom expectations will help students to understand specific class procedures:
What do I do when I enter the room?

Before the bell rings...

- All electronic devices must be turned off and placed in your backpack. If there is an emergency, you are to be reached via the main office, not your phone.
- Check to be sure you are in dress code; i.e. shirt tucked in, belt on, shorts at least finger-tip length, closed-toe shoes.
- Login to the computer / Moodle as soon as you arrive.
- Place your backpack under your desk so that the aisles are clear of obstructions.

When the tardy bell rings...

- Immediately begin the bell ringer/warm-up. This is expected to be a quiet time. *Every class will begin with a bell ringer. As soon as the bell rings to signal the start of class, look to the board and front of the room for any written or verbal instructions to begin your work. Bell ringers will count for 10 compliance points in every class period.*
- Remain in your seat for the entire class period, unless specifically directed otherwise.

What do I do if I am tardy?

- If you arrive tardy to school after the bell rings, you should report to the front office for an admit slip. If you are more than a minute late, you will be categorized as being somewhere in the building without permission or be documented for a class cut. If you arrive to class one second after the bell rings to signal the start of class, you are considered tardy. The following is a breakdown of how tardies will be handled:

How many tardies can I have?

- **Students tardy to class (including 1st period):** (students receive a clean slate at the start of each semester)

Tardy policy in accordance with the Student Handbook: 1st and 2nd Tardy = Warning, 3rd and 4th Tardy = Parent Contact, 5th Tardy = Referral, 6th through 9th unexcused tardy = Warning. Upon the 10th unexcused tardy, a 2nd referral will be issued and an Attendance Contract will be signed. Each additional unexcused tardy will also result in referral.

If I am absent on the day of a test, when can I make up that test?

- Tests and quizzes are to be made up. It is the student's responsibility to make an appointment to make up the test or quiz. Please make arrangements before or after class. A missed appointment or failure to make up a test or quiz within the allotted time, will result in a zero.

- ***What do I do before I leave the room at the end of class?***

Stay seated until you are dismissed. Always leave your workspace the way you found it or better. Be sure to pick up and clean up after yourself before leaving the classroom.

Consequences

This behavior management plan will be consistent with the disciplinary policy of The Villages High School. Students will be held accountable for their behavior and are expected to:

1. Be on time and where you are supposed to be.
2. Be prepared and on task
3. Ask for the help that you need.
4. Strive for excellence and always do your best.
5. Respect the rights, responsibility, and property of others.

Cell Phone Policy

From the Student Handbook, "Pursuant to 1003.32 F.S., students will be required to place their cell phone in the designated classroom tech locker during class. Exceptions will be made for students requiring cell phones for necessary medical monitoring. Students who are found to be in possession of a cell phone during instructional time will receive a referral and a two hour administrative detention."

Remember and Practice our Core Values: Hard Work, Creativity, Stewardship, and Hospitality

If you choose to not follow any of these behavior standards or class procedures, there will be consequences to accept for your own actions. Of course, severe behaviors will warrant a referral to administration immediately. Lower level disruptions or violations can be handled with detentions and/or parent contact (see below). I reserve the right to use my discretion in choosing how to handle infractions when possible but will adhere to school policy and procedures when making these decisions.

SCHOOL WIDE VHS BEHAVIOR MANAGEMENT PLAN

Classroom Behavior: (Level 1 infractions)

Teachers in the classroom will incorporate the following Classroom Behavior Management Plan steps: when students choose to disregard classroom/school rules, disrupt the learning environment, or any other Level 1 **infractions**: such as cell phone, headphones, dress code, food/gum/candy/beverage, inappropriate display of affection, refusal to work, etc.

Intervention Steps: Clarify this is not daily; this is cumulative for semester

1. Private conference with the student - warning
2. Private conference with the student – warning, next step will result in parent contact.
3. Parent Contact – warning that the next occurrence will result in an assigned after-school detention.
4. After-school detention. **2:45-3:25**