

NILES NORTH HIGH SCHOOL

CLASSROOM RULES AND PROCEDURES

Teacher Jean Attig

Course Title BUSINESS ENTREPRENEURSHIP AND STRATEGIES

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Detach this sheet, sign, and return to the teacher.

I have read this attached information and fully understand what is expected of me (or my son or daughter) in this class. This information can also be found on the teacher's website.

Student Signature

Parent Signature

*Cell Phone - Student

*Cell Phone - Father

*Cell Phone - Mother

*Work Phone - Father

*Work Phone - Mother

Home Phone

*Calls will only be made if efforts to reach you at home fail.

WELCOME TO MRS. ATTIG'S WORLD!

BUSINESS ENTREPRENEURSHIP AND STRATEGIES

Required Materials

- DECA.org and other online websites
- Competition University website (access purchased by the district)
- Classroom Materials: Various teacher generated and other relevant materials
- Materials, 4-Function Calculator, Teacher Generated Quizlet, and etc.
- Chromebook/Laptop EVERYDAY—you will need a computer in class. Be sure to have adequate battery life. You will need Internet Access in and outside of the classroom to access the textbook and teacher's Google Classroom and Website
- Plenty of pencils and a good eraser, 1/1.5 inch 3-Ring Binder, spiral/notebook paper or online file for notes (we do not use folders, but a binder!)

Suggested Materials

- ❖ Other items will be suggested throughout the course.
- ❖ Group Snapchat for this class period

You will be required to bring these materials to class each day unless otherwise instructed. Failure to do so will result in one of several different possibilities, which will be discussed later.

Class Participation/Attitude

There will be no points earned for participation, but your efforts, or lack thereof, will not go without notice or consequence.

BE PRESENT. BE ENGAGED. BE RESPECTFUL. BE ON TIME.

Room 1520 Expectations/Procedures

When you walk into this classroom, you will see immediately that it is different from any other classroom in the building. There are no desks. There isn't a teacher desk. There are tall tables with power outlets in the middle and wheeled stools. There are large-screen TVs at the end of each table. There is a desktop computer plus chords to plug in chromebooks at each table. There is lounge furniture and a large genius bar in the middle of the classroom. There are expectations each student is expected to adhere to while a student in this room. As Mrs. Attig will say often, "We need to treat this room with the utmost respect so we can have nice things." What does this mean?

1. Do not mark up any of the furniture with writing utensils or other items or any kind.
2. Place all of the furniture and electronic supplies/devices back in its original position (when entering the room).
3. Place the TV remote and wireless mouse on top of the desktop computer. Place the wireless keyboard in front of the desktop computer.
4. Your ability to move around the room will be based on your behavior and adhering to these expectations.
5. Other expectations/procedures will be instituted as Mrs. Attig sees fit.

Remote Learning Expectations/Procedures (If needed)

When you enter my Zoom classroom, you will see immediately that it is different from any other class, we are to act as if we are in the business world at our first career job. We will Zoom during each of our assigned class periods.

1. You should be fully engaged and plugged into Canvas. You should receive the "Notifications" to your email so you do not miss any assigned work.
2. If at any time you need extra help or have any questions, it is your responsibility to email Mrs. Attig through Canvas.
3. You are to attend each Zoom meeting the entire time.
4. Please make every attempt to have your camera/video on in order to best engage in the

class. If you are unable to, you need to email Attig beforehand so she can help you best be engaged in the class and content.

5. You are to participate during all discussions and complete all in class work.
6. Breakout rooms in Zoom will be utilized and all rules apply in this space, including RESPECT for your group members.
7. If you are excused from Zoom, you must make up the work assigned to you.
8. All work will be assigned online with specific instructions and expectations through Canvas.
9. Please check your grades on a regular basis and talk to Mrs. Attig immediately if you feel there are any errors or you have any questions.
10. Mrs. Attig has posted her Remote Learning and In-School schedules on Canvas, please use them.
11. Other expectations/procedures will be instituted as Mrs. Attig sees fit.

Classroom Attendance

You are expected to be in class, on time, everyday. The school tardy procedure will be followed strictly! You will be given detention to be served with all the other slackers in the detention hall. Don't think that because you are not given detention the day you are late, that you are off the hook. I will not take valuable learning time away from others because of your lateness, most times you will be given the form the first thing the next day of class.

Absences/Make-up Work

Any absence is expected to be excused. If the dean does not excuse you, then I do not excuse you! Anytime you happen to be unexcused, do not expect to make up any work that you may have missed. This decision is not a personal one, just don't do the crime if you can't do the time!

1. If a test, test review, class assignment, and/or homework is missed due to illness (unanticipated absence), the student will be given the same number of days to make up the work as days missed. It is the student's responsibility to turn in work or take a test/quiz during the specific time frame or will be counted as a 0. Tests are to be made up on your time, not during class time. This means that you must arrange a time to make up the test in the Testing Center. It is YOUR responsibility to do this, so if you choose not to make it up in the allotted time, you will not be allowed to make the test up at all, which = 0!!!
2. If a test will be missed due to routine doctor/dentist appointments or school-related activities (anticipated absences), the student should inform the teacher of the anticipated absence as far in advance as possible to facilitate the make-up of the missed test.
 - a. A test missed due to a partial-day absence should be made up the same day of the absence, after school, at the latest.
 - b. A test missed due to a full-day absence will be made up the first day upon returning to school, which you must arrange with the teacher before school.
3. If a student is absent due to illness (unanticipated absence) on the due date of a long-term project (project assigned two weeks or more in advance), the completed project is due on the day of return to school, unless otherwise noted.
4. If a student is unexcused from class, a zero will be given on all work completed that day or days, as stated above.

Grading Policy

1. Grades will be based on the following scale: A=90%, B=80%, C=70%, D=60%, F=Below 59%
2. There will be two types of assessments given during the semester: Formative Assessments will be worth 50% of the Grading Period Grade and Summative Assessments will be worth 50% of the Grading Period Grade.
3. The semester grade will be based on the following: 80% will be taken from the Grading Period Grade and 20% will be taken from the Final Exam Period Grade. Final exam (CFA) during Semester 1 will be a DECA written project. CFA for Semester 2 will be culminating project.
4. Much of the work you will be expected to complete will not be graded but is assigned to prepare you for all summative assessments. Formatives are very important in this class because of the way the content is scaffolded so you reach a certain point of required knowledge by the end of the unit.
5. Retakes for Summative Assessments (Unit Tests) will be at the teacher's discretion. When they are allowed/offered, the following rules are in place:
 - a. If the student agrees to teacher requirements to show effort of relearning.
 - b. Once again, the most a student can increase his/her grade is two letter grades.
 - c. If a student initially earns a B, the highest grade possible is 100%.

Electronic Device Policy

Students are expected to use their chromebook/laptop to complete much of the work in this class. When this is required, students need to stay on task with the given assignment, otherwise the student is in violation of my policy. Students are allowed to use electronic devices (cell phones, iPads, or other electronic devices not specifically mentioned here) throughout the school day and throughout the building. **They are NOT ALLOWED to be used once a student enters Mrs. Attig's classroom.** This means that all electronics LISTED ABOVE must TURN OFF OR ON SILENT MODE ONCE ENTERING the classroom, not just when the bell rings at the beginning of class. There will be cell phone bags for students to store their phones at their desks during class if they wish for them NOT to be stored in a closed backpack. Students will be allowed to use any of the above mentioned as the teacher sees fit, otherwise, it is turned off and out of sight.

Any electronic device (**any** - cell phone, Iphone, computer, or other electronic device not specifically mentioned here) taken out or looked at during a quiz or test will result in a GRADE OF A ZERO. It does not matter the purpose the item was touched/used, any visible device will result in this penalty.

Assignments/Homework

All work will be given a due date as prescribed on the syllabus or in Canvas. Most assignments will be due the next day at the beginning of the class period, and I expect that is when I will get them. Any later than one day, then do not bother turning it in. Summative Unit Projects will have a due date at or near the end of the unit. These due dates will be communicated to students on or near the first day of the unit.

Classroom Behavior

This is a college-level class and all students are to act accordingly. The usual behavior expectations apply the same ones that everyone has been telling you your whole life. Just show me the same respect that you expect to get from me and everything will be just fine. You will decide how this class will be run and how much you get out of it, not me.

In addition to the above information, appropriate online behavior will be expected of each student at all times. This means that chromebooks/laptops should be powered up and ready for instruction 2-3 minutes after the class period begins, students should not be using chromebooks/laptops during teacher instruction/explanation, students should be working on only class-related websites/assignments, and the student AUP will be adhered to at all times, and any other teacher directives that arise during the semester. Phones are only allowed when teacher directed--social media does not have a place during the 42-minute class. You are with your phone 24/7, you can live without it for less than an hour.

Extra Help

When we return to school, my office is in Room 1501 and check with me on my free periods. If you need to see me during the day, please let me know ahead of time so I am in the office and not running an errand or something. I am usually at school each day by 7:15 a.m. for extra help or to make up a test from an absence. After school is usually not an acceptable alternative, but always check with Mrs. Attig.

(If necessary) During Remote Learning, I am designating M,T,TH,F during the Break Time as my online office hours. This way, I am available to all students no matter how their schedule conflicts with mine. I have also designated Monday and Thursday (EB) at 8:00 am as office hours. I would suggest that you contact Attig if you know you want to work at this early time the night before.

Grades

The grades given in here will be based on formative and summative assessments. You will be given plenty of notice to prepare for a test. I will do my best to see to it that you will be aware of your grade at all times, but it is your responsibility to keep track of your grades on Pinnacle.

There will be a comprehensive final (CFA) at the end of the year that will count for 20% of your grade. You will be given a review sheet and I will do my part so that you are completely prepared for the exam.

If someone happens to be just short (1%) of a certain grade, whether you get the desired grade or not depends on you. If you have failed to turn in more than one assignment during the course of the grading period, then you will not get the higher grade. But, if you miss one or zero assignments (late or not) then I will gladly give you a higher grade. Your participation and attitude in the class may also factor into this decision.

Bathroom/Locker Privileges

We are all old enough to remember to bring homework/required materials to class and to budget our time for bathroom breaks. You will be allowed to leave the room if and when the teacher sees it reasonable. If needed, I have a coupon system, but hopefully this will not happen.

Pet Peeves

There are a couple of things that I really cannot deal with, and you need to become familiar with them. Gum is not allowed in class when I see it or hear it -- it bugs me. Do not line up at the door or leave your seat before the bell rings, I dismiss the class, not the bell. When the teacher is talking, you are not talking. If I ask you to stop doing something, then stop. I will never ask anything of you that I do not ask of myself, so I normally do not have many conflicts with students. I believe and live the idea of Mutual Respect. These are not unreasonable requests, nor are they negotiable. If you comprehend and respect these simple things, then we will get along just great. If we go back to remote or hybrid learning, do not leave until I have said the class period is over.

****All rules and procedures are subject to change as per Mrs. Attig****

Following the VIKING VALUES Everyday . . .

1. **Be Respectful.** *Respect informs the way we interact with each other. We treat others the way we like to be treated. We follow certain behaviors and avoid others because of the way they make us and those with us feel.* This includes: talking while I or someone else is talking, using electronic devices while I or someone else is talking, being rude or using verbal insults, fighting, horseplaying, arguing, and misbehaving in any unsafe way.
2. **Be Responsible.** *As we work together we need to collaborate and contribute for our shared interests. Responsibility is upholding your part of the agreement. People can rely on you.* It also means taking ownership of your own mistakes and weaknesses, and working to improve them. This means you will bring your work every day, and complete your share of duties for an assignment. Your partners should be able to rely on you. Group grades will rely on everyone being responsible.
3. **Be Ready to Learn.** *Learning is the center of school. All of us are ready to learn when we have taken care of our needs before class and have our work complete with our heads and hearts engaged.* This includes: doing all of your homework, asking for help, not using electronics during lessons unless instructed by me, having all materials out and ready when class begins.

CONSEQUENCES:

1. First time: verbal warning
2. Second time: detention
3. Third time: detention and phone call home
4. Fourth time: referral to dean's office and phone call home
5. Fifth time: I hope this never happens

PHONE CALLS: I will make phone calls in the following situations:

1. You are not doing well in your studies
2. You ARE doing well or improving in your studies
3. You are NOT turning in homework / classwork
4. If you want me to call for any reason, let me know!



STRATEGIES On-Line Tools

Mrs. Jean Attig

Business Education Teacher / DECA Advisor

Phone Number: 626-2071

Email Address: jeaatt@d219.org

Website:

Information including teacher schedule, class materials/links, course syllabus, and course rules/procedures. Mrs. Attig will input grades in Infinite Campus within 24 hours after test/quiz completion and 48 hours after project due date.

Textbook:

NONE

Remind:

- WILL ONLY USE IF NEEDED. BE SURE TO BE ON THE DECA REMIND

Quizlet:

1. Create an account on Quizlet.
2. Type in this link to sign up for the Financial Accounting Class

<https://quizlet.com/join/XjxWcGQEt>

Competition University:

You are encouraged to create an account on the above website to become more knowledgeable and familiar with DECA prep materials. Assignments will be given for grades, unlike for a regular DECA member where this site is encouraged but not required.

Grades

Semester Grading Period:

80% Summative Assessments (Unit Tests & Projects), 20% Formative Assessments.

Semester Grade:

80% Semester Grading Period & 20% Final Exam