

Class: Business Education
Teacher: Mr. Holloway

Room No: B103

Classroom Rules

1. Unless your class is held back by the previous teacher, you will be considered tardy (unexcused) if you are not in the room when class starts.
2. Do not leave your seat without permission.
3. Raise your hand and wait for permission to speak.
4. No eating, drinking, or chewing gum in class.
5. No personal grooming during class time.
6. Follow directions the first time they are given.

Classroom Procedures

1. Treat others as you prefer to be treated. Always be respectful.
2. During class, always watch for the teacher's signal (example, a raised hand, etc.) to be quiet and pay attention.
3. During the first 10 minutes of class **AND** the last 10 minutes of class, students are not allowed to visit the restrooms. All students should be in class during those times.
4. Leaving the classroom for any reason except to go to the rest room or illness is not permitted.
5. You are to bring a pencil and paper/wire binder to class every day.
6. You are responsible for reading the projector screen or whiteboard each day for bell ringer instructions and other information.
7. Write only on items belonging to you or on items you have permission to write on. Do not write on desk, keyboards, computer screens, or mouse.
8. Always keep chairs, tables, etc. on all four legs at all times.
9. At the end of class, wait in your seats to be dismissed.
10. If absent, you are responsible for asking for missed work the day you return. Days allowed to make up work will equal the number of days absent.

Please return a signed copy to the teacher. Keep the other signed copy for your records.

I have read, and I understand, the classroom rules and procedures for Mr. Holloway's class:

Student's signature _____ Date _____

Parent's signature _____ Date _____