



- **Be on time.** *You must be in your seat, logged into your computer, and prepared to work at the tardy bell.*
- **Be assertive.** *Read the board for daily warm-up/assignments and begin.*
- **Be attentive.** *Read directions and PAY ATTENTION!*
- **Be inquisitive.** *If you don't understand, raise your hand and ask.*
- **Be productive.** *Stay on task and complete assignments on time.*
- **Be conscientious.** *Follow all school and class rules.*
- **Be responsible** – *for bringing in absence excuses and completing missed assignments.*
- **Be respectful** – *of the teacher, other students, and yourself.*
- **Be demanding.** *Demand excellence from yourself in everything you do!*

Beginning of Class Period:

1. Take your seat, log in to your computer, and begin the daily warm-up. (Completion of warm up should not exceed 5 minutes.)
2. Read the board for the day's assignment and get prepared.
3. You start the class, NOT the bell.

Turning in Assignments:

1. All assignments must be retrieved from the printer and turned in to the teacher. Printouts left at the printer will be deposited into the recycle bin.
2. All assignments must have a complete heading at the top of each page as follows:

Name	Course-Block #	Date
File Name	Path	
3. Make-up assignments due to absences from school will be accepted and graded according to Sharyland ISD General Grading Policies. Make-up work will be completed before school or after school.

Hall Pass Use:

1. If you need to leave the classroom, present the Hall Pass Record to the teacher for signature approval.
2. Student's temporary absence from the classroom must not exceed 5 minutes. Exceeding the 5-minute time limit may result in the loss of Hall Pass privileges.
3. The Hall Pass may **NOT** be used the first or last 10 minutes of the class period.

Internet Use:

1. Classroom Internet use is for **EDUCATIONAL PURPOSES ONLY**.
2. Students are NOT allowed to use the Internet unless instructed to do so.
3. Students will adhere to the Sharyland ISD Internet Acceptable Use Policy.
4. Failure to comply with the above mentioned guidelines is grounds for termination of Internet privileges.

End of Class Period/Class Dismissal:

1. Remain seated when the bell rings. **The bell does not dismiss you I DO!**
2. Log out before leaving.
3. Workstation area must be clean and chairs must be pushed in.

Personal Electronics:

1. Students are **NOT** allowed to use personal electronics of any kind in the classroom (Cell phones, MP3 Players, I-Pods, CD Players, Gaming systems, etc.) without the teacher's permission.
2. BYOD policy will be implemented at the teacher's discretion. Students are not free to use their personal devices.
3. Any electronics used in the classroom without permission will be confiscated and turned in to the appropriate Assistant Principal.

Computer Equipment:

1. Exercise caution in the classroom due to the many visible cables and electrical wires attached to the computer equipment.
2. Treat all computer equipment with care. Any vandalism done to the computer equipment will result in the student being dropped from the class as well as disciplinary action.
3. You may not listen to you personal music CD's nor use headphones on the computer stations.
4. **ABSOLUTELY NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOM!**

Supplies:

1. Calculator (Provided)
2. Folder

I have read and understand the above Accounting I & II Class Expectations and Procedures as well as the Accounting I & II Course Syllabus and Grading Policy. I agree to abide by the aforementioned guidelines and perform to the best of my ability in Accounting I & II. Failure to do so will result in consequences governed by the Sharyland ISD Code of Conduct.

Student Signature

Parent Signature

Date