

**Miss Westjohn**  
**Accounting I, II, III, Info Processing, and Business Technology**  
**Expectations of Students**

\*Students must be inside the classroom when the final bell rings and immediately be seated in assigned seat. Tardies are specified in the handbook.

\*Be prepared for class; students must bring paper, pen/pencil, binder, assigned books (and workbooks, ruler, and calculator if applicable) to all classes. Consistent failure to do so will result in disciplinary action (“Date at 8”, detention, etc). Take notes when asked—this is for your benefit.

We have new tables and chairs. **DO NOT** stand in chairs, sit on tables, put feet upon seats, or write on tables or chairs. Push chairs back into place when the bell rings. Dispose of gum and trash in the containers.

\*Students are to work on assignments and not talk to one another unless they have permission. No excessive wandering during class. Students are dismissed by the teacher, **NOT** the bell.

\***Take care** of your textbooks. Do not write in them or abuse them. Damaged textbooks are the responsibility of the student.

\*The telephone is off limits. A detention will be assigned to any student attempting to use the telephone.

\*Students are to show respect for all students and the teacher. Profanity and offensive language towards others (e.g. derogatory comments to students of another culture; students with special needs) **will not be tolerated**. Treat others like you want to be treated. No whining or complaining allowed. **I give assignments because I want you to be the best you can be.**

\***Assignments are due at the beginning of class—no exceptions! All makeup work is the responsibility of the student. If you participate in a field trip, it is your responsibility to turn your assignments in and pick up new assignments BEFORE you go on the trip. These assignments are due the next class period. Field trips on consecutive class days must be cleared with me. Two additional days will be allowed to complete homework if the student is excused due to illness. See handbook regarding unexcused absences and makeup work.**

\*Treat class like a job. If you miss class, you miss work. It is important to attend class as a majority of work will be completed in class. The student with no more than 2 absences in one quarter will receive bonus “pay” points.

\*No toiletries used during class. **NO cell phones or other disruptive devices allowed as specified in the handbook.**

\*No students in 12C or 11C until a teacher is present. Do not bring food or drinks in 12C or 11C.

\*Utilize breaks and lunch time to get drinks and visit the restroom. **Two (2) bathroom passes per quarter.** Use them wisely. If you find that you are going to be late, notify me. **Agenda books are used for hall passes. You must have your agenda book with you at all times. Using another student’s agenda book is not acceptable.**

\*Discipline will be address using the PBIS model—3 strikes and you are out! Most infractions will be served with me unless it is considered a major violation which requires a formal write up and possible points per the new point system listed in the handbook. **DATE AT EIGHT!**

Grade Assignment: Grades may include quizzes, homework, unit, mid-term, and quarter tests, class projects, and classroom conduct. Percentages will be based on points earned divided by total possible points. Grading scale is listed in the handbook. Accounting II and III are now labeled as dual credit classes.

**You Get Out Of Life What You Put Into It!** This was my great-aunt’s favorite saying. Practice it and give 110% and you will succeed.

**Special Note: If you need extra help/tutoring, come and see me ASAP. Do not wait until 5 minutes before class starts.**