

Wolfsteller's Rules and Procedures

Come to Class Prepared. Bring materials and have them ready. (pen, pencil, notebook etc.)

- ☒ **Materials not allowed**, phones and, mp3 or any other music devices. Nothing is allowed to be plugged into the computer without the teacher's permission.

- ☒ Arrive on time. If you are not in or near your seat before the bell rings you are tardy. Running into the room as the bell rings is a tardy. A student's third tardy will result in making up class time, losing pts. etc.

- ☒ Class begins when the bell rings. Look for instructions on the board or wait quietly for instructions. Class ends when I dismiss the class not when the bell rings. Please clean up your workstation and push your chair in when leaving.

- ☒ Raise your hand before speaking so that everyone can have a fair chance to be heard.

- ☒ You are responsible for your computer, chair, books, and the area around your computer. When you arrive at your computer each day survey the area and report anything unusual to Ms. Wolfsteller.

- ☒ Do not interrupt other students' learning, treat others with respect and they will respect you! No bullying, pushing or put downs will be tolerated.

- ☒ **Take care of school property – No vandalism.** Don't write or deface your work area. Treat computers with care, no unplugging or rebooting without permission. Don't deface classroom furniture or equipment. Take special care of textbooks and equipment. Adjust chair to your height and do not go up and down on the chair. Please push chair in when leaving.

- ☒ Computers are to be used for classroom purposes only. **NO DOWNLOADS ARE ALLOWED** without permission. Inappropriate computer use will result in loss of class time and/or removal from class.

- ☒ **Attendance** - If you are absent from class and the absent is EXCUSED through the office you will be allowed to make-up the work. You will be given 2 days per each day absent to make up work. It is your responsibility to see me to get make-up assignments. If unexcused the attendance policy will be followed.

- ☒ **Late Work** – All assignments must be turned in on the date due unless approved by teacher.

- ☒ **Fun** – We will try to have fun everyday. Attitude is the most important element of fun!!

- ☒ **Grading Scale**

A	93% - 100%	B-	82% - 80%	D+	69% - 67%
A-	92% - 90%	C+	79% - 77%	D	66% - 63%
B+	89% - 87%	C	76% - 73%	D-	62% - 60%
B	86% - 83%	C-	72% - 70%	F	59% and lower