



B U S . & P E R S O N A L L A W

Business & Personal Law Class Information

Classroom Expectations:

This class is structured much like an actual business environment. Therefore, you should treat all expectations as criteria for evaluation of your performance as an employee. In this class you are expected to:

- ❖ Come to class on-time every day. Good employees are rarely late for work...and usually arrive early.
- ❖ Come to class unless it is unavoidable. If you're absent, it is your responsibility to check with me about missing work.
- ❖ You'll need a folder to keep your papers in. Be sure to bring to pen/pencil with you to every class.
- ❖ Begin each class period by sitting at the tables. After daily instructions are given, you may log onto your computer (if necessary) and get started.
- ❖ Check the board daily for any announcements/assignment information.
- ❖ Take good care of the equipment! Be sure to follow the Computer Use Policy if you'd like to continue using the computers in this class.
- ❖ Keep your workspace clean and tidy! Clean up around your area at the end of the hour...even if the mess isn't "yours". Push in your chairs. **DO NOT** move to the door until the bell has rung.
- ❖ The chairs are for sitting in **ONLY**...not for rolling around the room!

General Classroom Procedures:

- ❖ You are to save your computer work on your H drive **ONLY**.
- ❖ Books/materials are to be returned to the bookshelf at the end of each period. The books are brand new so you need to treat them with care to keep them nice.
- ❖ You must have your planner if you wish to leave the room and sign out on the sign out sheet at the back of the room.



Absences:

When you are absent it is **your** responsibility to check with me for missed work. You will need to come to me if you need missing handouts, worksheets, and tests.

- You will be expected to make up a missed test or quiz on the day your return from an absence during this class or a study hall. If the test or quiz is not made up within two days, your test grade will become a zero.
- If you are having difficulty meeting the due date on any project, talk with me **before** the due date.

Assignments:

All assignments must be turned in by the end of the school day on the day the assignment is due to be considered on time. I will always accept work from you, but you will lose points for each day the assignment is past due. All completed assignments should be placed in the tray marked for your class at the back of the room. Make sure your name is on all assignments or you will not get credit. You should put all assignments in the basket at the back of the room.

Moodle:

I will be setting up a Moodle account for this class. If you are absent or have a question about an assignment you will be able to go online from any computer and access notes and the assignments with due dates. All computer projects will be submitted using Moodle, so everyone must set up an account.

This class is like a job. You will be treated and evaluated like employees. Therefore, commitment to quality work is essential for this class.

You are expected to act responsibly and to report any damages to the computer equipment!

Teacher Contact Info:

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