Classroom Rules and Procedures

Bessemer Center for Technology

Internetworking Technology Instructor

Mrs. Mary A. Fuller

1. Students are expected to conduct themselves in a business-like manner at all times.

2. Student workstations are to be kept neat and clean at all times.

1. Students are expected to be at their workstations and in their assigned seats when   
   the tardy bell rings ready to receive instructions from the instructor as to what   
   activities will be completed during that class period.
2. Students are expected to have all of the necessary materials for class daily (i.e. pencil, pen, 3-5 subject notebook).
3. Students are to remain in their assigned seats until the bell rings for dismissal. The instructor will dismiss the class when the bell rings.
4. If you are absent it is your responsibility to see the instructor for any assignments   
   that were missed or the material that was covered during your absence. You should   
   see the instructor before class begins or after assignments have been given for the   
   activities that will be completed during that period. If a test, quiz, or other written

assignments have been missed you should see the teacher to arrange a time to   
make-up the assignment.

1. Students are reminded to treat others (students, instructor, and guest) with respect   
   and consideration.
2. Students must abide by the regulations set forth in the Bessemer City Schools Technology Agreement, Bessemer City Schools Code of Conduct, and Internetworking Classroom Usage Policy.
3. Students are to follow all classroom Safety precautions as per instructor lead lab assignments.
4. Students are expected to use the bathroom in-between classes. Students will only be dismissed to the bathroom in case of extreme emergency. You must obtain a hall pass in order to be dismissed to the bathroom. If you have a medical condition, and need to use the bathroom often, please ask your parent/doctor to provide a note/excuse for the main office.
5. If a student disrupts learning in the classroom the following consequences will take place :

a. Verbal warning

b. Phone call to parent/guardian

c. Disciplinary referral to the office

1. If parents wish to reach me please call 205-432-3777 during my prep period (1:50 – 3:30 1st semester only) to talk or set up an appointment or email me at mfuller@bessk12,org.
2. Extra Bonus Points will be given to model classroom students at the end of the 9 week period (i.e. No tardies, No disciplinary actions, Completes work/labs on time, Resourceful, Respectful, and Responsible.

I have read classroom rules and procedures or they have been read to me. I understand and I am willing to obey accordingly.

Date:

Student’s Name (Print):

Student’s Name (Signature):