

**Grade Expectation Sheet
2011-2012**

Department: Business Education

Course: Business Communications

Classroom Rules:

- Arrive to class on time.
- Make up missed tests or assignments within one week after being administered.

The student must bring the following to class each day:

- Binder with dividers
- Notebook
- Pen/Pencil

Grading Policy:

Homework 10%

Class Participation 20%

[Listening, taking responsibility for assignments and materials, staying on task, attending regularly, arriving on time.]

Tests/Quizzes/Projects/Notebook..... 70%

Extra help hours will be posted in the Business Department and parent contact will be made as needed.

The Business Department phone number is: [516] 539-9422.

The best time to call is 8 – 3 pm.