

**Grade Expectation Sheet
2010-2011**

Department: Business Education

Course: Keyboarding

Student's Name: _____

Classroom Rules:

- Arrive to class on time
- Handle equipment and other school property with care
- Put in additional computer time if and when needed
- Make up missed tests or assignments within one week after being administered

The student must bring the following to class each day:

- A folder with an inside pocket

Grading Policy:

1st Marking Period (Technique only) 100%

2nd – 4th. Marking Periods

- Classwork 50%
- Tests/Quizzes 50%

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 8 – 3 pm

I have read the above and reverse side of this form

Parent/Guardian Signature

Date

() _____
Home Telephone Number

() _____
Business Phone: Mother

() _____
Business Phone: Father

**HFC Business Department
Computer Equipment Contract**

The computer equipment located in the Business Department is for the use of business students enrolled in computer classes. These machines are set with defaults which are similar to a business environment.

Each student is assigned a computer. Each student is responsible for that computer for the entire class period. If a student reports to class and finds that his/her computer has been damaged in any way, that student shall immediately alert the instructor.

As a student enrolled in a business elective, I agree to the following conditions:

- I will not change the machine defaults under any circumstances, including but not limited to, program defaults, screen colors, marquees, and icons.
- I will save all documents with acceptable business-like names.
- I will treat all equipment with care.
- I will not deface the computer equipment in any manner.
- I will not move my seat and use another computer without teacher permission.

I understand that should I be responsible for any infringement of the rules of the Business Department computer rooms, the following will occur:

First Offense:

Parent conference and three days suspension from the computer room.

Second Offense:

Suspension from computer class for the remainder of the year.

Student's Name: _____

Student's Signature: _____ Date: _____

Parent/Guardian: I have read the above rules and regulations and agree to accept the rules and consequences of infringement.

Parent's Signature: _____ Date: _____