

Southeastern School
Business Management and Administration Program
Classroom Management Plan
Teacher: Amy Gunn

Business Computer Lab Rules

- Students will arrive to class on time each day, prepared to learn, bringing with them all necessary materials required for class. Backpacks and similar items are to be kept in student lockers.
- NO open drinks, food, candy, or gum are allowed at the student workstations at any time. Drinks in sealable containers are the exception, but please use caution. Any food must be eaten outside of the classroom.
- Board Policy will be upheld. Students must comply with all aspects of Board Policy, including Policy 05.00: Technology Responsible Use Policy and the Responsible Use Student Contract.
- Students must comply with the FOCUS Act, which bans student use of cell phones and other wireless devices in public schools. Device storage may be provided in the classroom to the extent of compliance with Board Policy.
- Students may not alter, remove, or mistreat any of the technology equipment in the classroom. This includes plugging in USB devices, loading media, uploading or downloading files, overriding security settings, overriding LanSchool, or other types of hacking.
- Students will not interfere with other student's workstations.
- Obscene gestures, profane or vulgar language, disorderly conduct, hitting someone, mocking someone, destroying or tampering with someone else's property, cheating, disrespect, disrupting or disturbing or interfering with instruction, threats, willful disobedience, bad manners, and similar actions will not be tolerated at any time and may result in the student being excluded from the classroom.

Possible Consequences

- Loss of Lab Privileges
- Detention or Discipline Passages
- Student/Teacher Conference
- Parent Notification and/or Parent Conference
- Immediate Office Referral

Business Computer Lab Procedures

Entering the Classroom: First 5 Minutes

- Students will enter the classroom and sit in their assigned seats.
- Students will place personal devices in the provided storage area to comply with the FOCUS Act.
- Students will login to their workstation and check Schoology for daily assignments.

During Class:

- Students will actively engage in class discussions, instruction, and assignments.
- Students will only access sites that relate to the current assignment.
- Students will only print with permission to the designated printer.
- Students will remain seated at all times unless given permission to be out of their seats.

End of Class: Last 2 Minutes

- Students will properly restart or shutdown their computers prior to leaving the classroom/lab.
- Students will return classroom/lab materials to designated areas.
- Students will push chairs in prior to leaving.
- Students will pick up trash around workstations and throw it away on the way out the door.
- Students will gather personal devices when permitted by the teacher.
- Students will wait to be dismissed by the teacher.