

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

# Mrs. McKinney's (Room 511) Business Class Expectations Contract

## MCKINNEY'S CLASSROOM EXPECTATIONS (ONLINE CLASS)

- 1) Follow all KMS rules as directed in your student handbooks
- 2) Your behavior must be *professional and courteous* at all times!
- 3) Do not enable your mics/cameras unless instructed to do so.
- 4) Be on time to class.
- 5) Please refrain from any personal conversations in chats during our class – remember all items are recorded.

## MCKINNEY'S CLASSROOM EXPECTATIONS (IN CLASS)

- 1) Follow all KMS rules as directed in your GCS Student Handbooks and KMS Planners.  
\*\*\*Your behavior must be **PROFESSIONAL AND COURTEOUS** at all times!
- 2) No unauthorized activities (examples include but are not limited to – email, internet searching, using other desktop tools).
- 3) Be on time to class and keep your workstations clean and neat at all times.
- 4) Please wait in your seats until dismissed at the end of each class period-remember I dismiss our classroom.
- 5) **Be prepared for Class** – always have **YOUR PLANNER**, and **PEN/PENCIL – no RED pens or Mechanical Pencils!**  
\*\*\***YOU MUST HAVE A FOLDER WITH TWO POCKETS FOR OUR CLASS – this folder may stay in our classroom.**
- 6) Raise your hand for any questions, you are not allowed to move about our room without permission.
- 7) No food of any kind in class; **this includes gum!**

**Please visit the bathroom, water fountain, your locker, etc. before leaving your grade level hallway**  
**You will not leave class once you are in the room unless it is an emergency/medical condition.**

## FAILURE TO FOLLOW EXPECTATIONS WILL RESULT IN THE FOLLOWING:

You will be given one verbal warning for activity/action that is not consistent with our classroom expectations.  
You may find you will be directed as follows if you continue the activity/action after your verbal warning:  
You may be directed to another classroom to complete your work by hand, you may find you are directed to another area in the classroom to review the classroom expectation or procedure that has been broken, or you may find yourself in the office for the misconduct.  
All actions are dependent on the severity of the disturbance of class and fellow students in accordance with your KMS Planner rules and GCS Student Handbook.  
Parents/Guardians will be contacted if you continue to not meet our classroom expectations.

## BUSINESS LAB PROCEDURES:

- BEGINNING OF CLASS:** Collect your materials and read instructions on the board/Canvas Page for class, as well as EQ? / I Can statements. Place all Personal items on tables or under computer stations. Have all supplies ready at your station. (Pen/Pencil, Planner, Folder). Sit in YOUR seat only and wait quietly for class to begin and instructions from your teacher.
- END OF CLASS:** Collect and organize your work. Log off only when asked to do so. Collect all Personal items. Clean your computer station area. Stay in your seat and wait quietly for class to end.

## CLASS WEIGHTS:

- Classwork 40%** (weekly)
- Projects 40%** (One–Two per quarter)
- Tests 20%** (at least one per Module covered)

## BUSINESS GRADING:

- Classwork / Projects / Tests begin with 100 points**
- 1-100 points** for not following directions in the classwork/project/etc.  
& **10 points** for lost rubrics or other handouts.
- \*all project rubrics are posted in the room and given to the student or placed on teacher's school website.

*I have read and understand all classroom procedures expected of me, the Student and my parent/guardian by Mrs. McKinney this semester in Business Class.*

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Parent/Guardian Name (Print, Sign, & Date): \_\_\_\_\_

**Mrs. McKinney's Wish List: TISSUES, Disinfecting Wipes / Spray, Hand Sanitizer, Band-Aids.**  
The donation of any of the above-mentioned items are greatly appreciated for use in our Business Classroom this semester.

# Mrs. McKinney's Business Class – Student Info

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

AA Teacher/Team: \_\_\_\_\_

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## *Parent/Guardian Information*

Parent/Guardian Name(s):

\_\_\_\_\_  
\_\_\_\_\_

Any special needs/issues/health concerns/etc. that I should be aware of concerning your student?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Phone(s) to be reached from 8am – 5pm:

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Email(s):

\_\_\_\_\_  
\_\_\_\_\_

Other Information you may want to share with me:

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For Email Addresses please list a zero as 0 and the letter L in ALL CAPS  
to ensure that I transpose your address(es) correctly.

If you would like to send me additional information about your student  
you may call me (545-3717) or email me at MCKINNJ3@GCSNC.com

Please list your student's name and grade level in the subject line or your emails.

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