







## Hephzibah High School

### Introduction to Business & Technology

2024-2025 Course Syllabus

Mr. Wayne A. Hall

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3. Professional language required. (Absolutely no use of vulgar, profane, or inappropriate language in the classroom/lab.)
4. Do not leave your seat without permission, and only two students can use the restroom during class.
5. School issue Technology are the **ONLY** electronic devices allowed to be used in class for digital assignments.
6. No pictures or videos are to be taken of students in classroom, unless it is an approved project.
7. Eating and/or drinking is prohibited (*other than water in a clear bottle*) in class.
8. **NO Cell phone** or earpiece usage is prohibited in class and must be placed in book bag out of visual site at the beginning of class unless instructed by teacher.
9. Keep the room/lab clean and respect the equipment and furnishings.
10. Follow Dress code policy and safety guidelines as outline in syllabus.
11. Listen to the teacher when being spoken to, raise your hand to ask questions and ask for help if you do not understand something.
12. Students are expected to use proper etiquette when communicating with teachers and classmates.
13. Announcements over the intercom class must be quiet and listen.

#### Consequences for violating classroom rules:

1<sup>st</sup> offense: verbal warning

2<sup>nd</sup> offense: parent contact and disciplinary referral

3<sup>rd</sup> offense: conference and disciplinary referral

Severe offense: Immediate office referral, denial for promotion to next course or submission of board application.

1. assignments and receive a grade of zero for any task assignments missed.
2. Dress Code Violations for Non-Lab Days results in students receiving a work ethics grade of a zero.
3. While using school issued technology, you should not check e-mails, chatting, play games, download or, upload, doing research for another class, listen to music, personal browsing, etc. When allowed to use the internet, visiting websites that are not appropriate or not educationally related is PROHIBITED. Violators will face consequences as outlined in the student code of conduct.







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