



MBHS Business Department

Class Rules and Procedures

2020-2021

COVID 19

Since we are in a time of COVID, the Business Department will follow the Attendance and Absences guidelines set in the Mountain Brook City Schools reopening plan. This is the link to the Mountain Brook Schools reopening plan: <https://www.mtnbrook.k12.al.us/Page/20407>

NOTE: It is the student's responsibility to access their academic work through our learning management system and continue their work in alignment with their classmates.

Behavior

- The **MBHS Honor Code** must be followed in all on campus and virtual business classes. All assignments are independent assignments and not collaborative unless specifically indicated by your instructor.
- Adherence to all rules as stated in the **Mountain Brook Code of Student Conduct** will be enforced. Cell phones may be used for academic purposes at the discretion of the classroom teacher. In addition, smart devices will not be allowed during assessments.

Chalkable

- A total points system will be used in all business courses.
- The Chalkable online grade book is updated frequently.
- When you see a **"0" – ZERO** – listed next to an assignment, it means you made a zero on the work because either you didn't study or you failed to produce the work when it was due.
- If you see **"MA" – Missing Assignment** – next to an assignment, it means you were not in class when the work was due or we took a test, quiz, etc. **"MA"** averages as a zero. If you are eligible to make up the work, then **"MA"** will be changed once the work has been completed & graded.