

**Northwest High School
2014-2015 School Year Syllabus**



**Teacher: Ms. Carolyn Ross
Subject: Business Management (Full year-2 semesters)
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Room 178**

MISSION:

The mission of Northwest High School is to educate, enable, and encourage students to attain their full potential through a commitment to academic and technical excellence.

WELCOME

I would like to extend a warm Northwest High School welcome to all parents/guardians and students! My ultimate goal this year is to help your son or daughter be successful and reach his or her full learning potential. **I look forward to working with you and your student this school year.**

COURSE DESCRIPTION

Students in Business Management will develop a foundation in the many activities, problems, and decisions that are intrinsic to the management of a successful business, as well as an appreciation for the importance of these responsibilities. Areas to be examined include business organization, ethical and legal responsibilities, communication, decision-making, personnel, safety, professional development, and related careers. By gaining an understanding of these areas, students will be better prepared to enhance the business decisions of tomorrow.

CLASS FEE:

There is a \$10 class fee. The fee will be used to purchase students' individual copies of **The 7 Habits of Highly Effective Teens by Sean Covey**. Students who are eligible for an income-based fee waiver should contact the bookkeeper in the front office. Class fees and waivers are due by September 8.

STUDENT SUCCESS

One of the most important ways that we can reach the goal of student success is to have open communication regarding your child's progress throughout the school year. There are several ways that we can accomplish this. You may e-mail me at any time at **carolyn.ross@cmcss.net**. I check my e-mail after school hours. You may also call NWHHS (**931-648-5675 ext. 1178**) and leave a message. I will most likely respond to e-mails and phone calls within 24 hours.

HELPFUL ON-LINE SITES

If you are not familiar with **PowerSchool**, I encourage you to log in. Parents/guardians may view their child's grades at any time or opt to have the grades e-mailed to them on a regular schedule. I am committed to keeping Power School updated with current grades. Grades are updated by Monday night. Contact the NWHHS guidance office if you are unsure of your login username and password.

The teacher reserves the right to alter this syllabus at any time during the course.

My NWHS webpage contains important for students and parents. To find the webpage, visit www.cmcss.net, click "Our Schools", click "Northwest High School" (under high schools), and then click "Faculty & Staff Directory." Scroll down until you see my name and then click "Website".

CMCSS Student E-mail: Every CMCSS student is issued an Office 365 e-mail account. E-mail can be access by going to cmcsc.net and clicking on the "Students and Parents" tab. To ensure that e-mails are not blocked by spam filters, students are required to use this e-mail account when communicating with the teacher.

CLASSROOM RULES

1. Be in your *assigned* seat and ready to work when the bell rings.
2. Bring class materials to class every day—notebook, #2 pencil, blue/black pen, highlighters
3. Know and follow all school/CMCSS rules.
4. Be courteous and respectful of others and their property.
5. Use classroom equipment (computers, etc.) for instructional purposes only.
6. Take care of classroom equipment and furniture.
7. Do not bring food, drink, or gum into the classroom.
8. Do not use the classroom for personal grooming.
9. Do not wait until the last minute. If you're having problems with a class—talk to your teacher!
10. Students are not allowed behind the teacher's desk or in the sink area.

CONSEQUENCES

Students will be expected to follow classroom/school rules and procedures. When necessary, I will follow the steps outlined in the Student Handbook to deal with disciplinary issues.

1. Warning
2. Parent/Guardian Contact
3. Discipline Referral

CLASSROOM EXPECTATIONS:

Teacher:

- Provide a safe environment that promotes learning
- Communicate with parents/guardians regularly about their child's progress
- Provide rigorous and relevant instruction
- Assist students who have questions or are struggling in my class

Student:

- Arrive to class on time and ready to learn
- Sit up straight, stay awake, and participate in all activities and discussions
- Do my best in class and on homework
- Ask for help when I need it
- Respect and cooperate with other students, teacher, and other personnel

CLASSROOM PROCEDURES:

Other more specific classroom procedures will be discussed in class.

BATHROOM USE:

Participation is an important element of classroom success. When bathroom needs arise, students are encouraged to use their best judgment and go only when necessary. Students will be granted up to four (4) bathroom passes per nine weeks class period. Students who have submitted medical documentation to the school allowing increased bathroom use will be exempted from this policy. The procedures for using the bathroom are listed below. Failure to follow these procedures may result in lost bathroom privileges.

1. Fill out a bathroom pass on the calendar in your NWHS planner. Students must use their *own* planner (not someone else's). No planner...No pass
2. At an appropriate time, ask the teacher to sign the pass.

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3. Sign out on the sign out sheet located on the black cabinet by the door.
4. Use the closest *student* bathroom.
5. Sign back in.

REQUIRED SUPPLIES

- 3-*Subject* Spiral Notebook designated for this class **only**
- Blue/Black pens, #2 pencils
- Highlighters
- *Jump (USB) drive (optional, but may be useful at times)*

TEXTBOOKS:

The 7 Habits of Highly Effective Teens (class fee \$10)

Business Principles and Management (classroom set only—textbook must remain in the classroom)

EVALUATION AND GRADING

Grading will occur on a variety of assignments, including writing, individual and group work, tests, quizzes, presentations, and research projects. Progress Reports are sent home every three weeks and Report Cards are sent home every nine weeks.

Grading Scale

100-93	A
92-85	B
84-75	C
74-70	D
69 and below	F

CHEATING

Students who are found to be cheating on ANY assignment will receive a zero for that assignment.

HOMEWORK

Students can expect to receive regular homework assignments—reading, written, and typed assignments. These assignments will extend and reinforce content that is covered in class.

MAKE-UP WORK

If a student is absent, it is the responsibility of the student to get his or her make-up work from me before or after class. The student will have as many days as he or she was absent to make up the missed assignments. If a student misses a test or quiz, he or she will be responsible for setting up a time with me to take the missed test/quiz. All tests/quizzes must be taken within a week of the student returning to school.

LATE WORK

In this class, students will learn how to act professionally and manage their time. All assignments are due on the due date when given. To support this process, late work will be graded as follows:

One day late..... Grade is reduced by 25%

Two to five days late Grade is reduced by 50%

Six or more days late Grade is a zero

On all late work Grade for assignment is marked late in PowerSchool

In accordance with district policy; students will not be penalized for late assignments due to illness or other school-excused reasons.

Signature Page: Parents and students please sign and return the attached page indicating that you have read the syllabus. Please keep this copy of the syllabus for your records. The signature sheet will serve as the first assignment of this course: Due August 11, 2014 for 10 points.

Business Management Syllabus Signature Sheet

Student Name: (Print legibly) _____

Period _____

Parent/Guardian:

I have read and understand the syllabus for Ms. Ross's class.

Name _____

Phone number _____

E-mail address _____

Signature _____

Student:

I have read and understand the syllabus for Ms. Ross's class.

Name _____

Signature _____