**Principles of Business**

**Rules & Procedures Spring 2016**

***Place this signed syllabus at the front of your notebook.***

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| **Instructor**  **Office Hours** | Tommy Gibbons  Monday 7:05-7:35  Thursday 2:10-2:45 | **E-mail**  **Phone Website** | [sgibbons2@wcpss.net](mailto:sgibbons2@wcpss.net%20)  919-570-2201  <http://business-whs.weebly.com/> |

**WHS Honor Code**

The students of Wakefield High School are committed to being honest and responsible in the completion of academic materials and interactions with the school administration and community. Cheating, stealing, plagiarism (passing off another’s work, words, or ideas as one’s own), and lying (including willful distortion or misrepresentation) are considered violations of the Honor Code. Through a joint fulfillment of this code, students and faculty will achieve their fullest potential in academic excellence and character.

Welcome to P.O.B. Here are some important things you need to know about our class.

**Content Outline – “What we learn”:**

* Types of Economic Systems
* Business in the Global Marketplace
* Types of Business Ownership
* Marketing Functions
* Leadership/Functions of Management
* Types of Production
* Technology in Business
* Financial Institutions
* Saving, Investing & Credit
* Risk & Insurance

**Materials Needed:**

* 1 three ring binder with tabs
* Pen & #2 Pencil
* Notebook Paper

**Overall Grading:**

* 1st Quarter/3rd Quarter 40%
* 2nd Quarter/4th Quarter 40%
* Final Exam Grade 20%

**Classroom Grading:**

* Tests 30%
* Projects 15%
* Classwork/Notebook 30%
* Quizzes 15%
* Midterm 10%

**Classroom Rules:**

* **Be Respectful** – At no time will profanity be accepted in the classroom. It is rude and disrespectful. You should always show respect towards your teachers and classmates. Maintaining a peaceful environment is a must in this class.
* **Non-negotiable** and **Start-on-Time** applies also as classroom rules.
* **Be Prompt** – Be on time and ready to begin class when the bell rings.
* **Be Prepared** – Have your materials with you and ready for class everyday. Keep your notes and activity sheets in an organized format in your notebook.
* **Electronic/Cell Phone Policy**

There will be time during the semester in which you will be able to use your cell phones during class. You will be given instruction on when these times will be. If your cell phone or other electronic device is out without permission the following consequences will take place.

1st Offense: Warning – you will be asked to put the device up

2nd Offense: The device will be taken and returned at the end of the class.

3rd Offense: Device will be taken turned into the office for parental pick up.

**Classroom Computer Use:**

* **BYOD – Since computers are provided, it is not necessary for you to use your own device...Most days the code for this class will be Red, with an occasional Yellow.**
* No game playing is allowed on school computers at any time.
* Please review the Acceptable Use Policy for Technology at WHS on the school’s website.
* Any student who vandalizes or misuses the classroom computer in any way is subject to consequences set by the school. Please review your student handbook for information.

**Classroom Procedures:**

* Assignments will be posted on the class website. It is important that you check the website as soon as you arrive.
* Begin bellwork promptly when you arrive and do not disturb others while you work.
* **No food or drink** is allowed in the classroom per school rules. This is for the safety and cleanliness of our computers.
* Please remain in or by your seat until the bell rings. Please do not line up at the door.

**Consequences**

* Verbal Warning
* Parent Contact
* Referred to Administration

#### CTE Make-Up Work Policy

Any student who misses a class due to an absence is expected to make-up missed assignments. The student is responsible for getting the missed assignments from the class website or Edmodo. In regards to tests, you will need to schedule a time to make-up tests with the teacher.

Students who are absent or expect to be absent for more than two days at a time should contact student services at 570-2201. All work for this class will be on the class website or Edmodo.

Extenuating circumstances will be decided by teacher discretion.

**Late Assignments**

If you fail to do an assignment in class it must be made up during Wolverine Watch, or during my office hours on Monday or Thursday. If you need to come to my office hours let me know so I can write you a pass. If it is not made up during remediation, you will receive a 50 for that assignment.

***Please DO NOT cut this portion off. Once you have this syllabus signed, place it in the front of your notebook.***

I have read and understand the policies and rules set forth in this syllabus and the Acceptable Use Policy for Technology at WHS.

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Student Printed Name and Date Parent Signature and Date

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Student Signature Parent contact information