**Website**: http://melissathomasrrhs.weebly.com/

**Conference**: 1st& 8th Period

**Tutorials**: Tuesday & Thursday 8:20 – 9:00am & Monday & Wednesday 4:20-5:00 p.m.

**Phone**: 512-704-1801

**E-mail:** melissa\_thomas@roundrockisd.org

**Room#:** 1308

# Overview

Welcome to Principles of Business, Marketing & Finance. In this course, you will gain knowledge and skills in business that will be equally useful for educational and professional paths, as well as inform you as a consumer of goods and services. Additionally, you will understand relevant foundational concepts needed for the competitive environment of business organizations and management, global economies, marketing and sales, and personal and business finance. Once completed with the course, you should have a clear understanding of what endorsement path in business you are most interested in.

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# Basic Guidelines

In this class you will be expected to obey the RRHS Code of Conduct and generally demonstrate a positive attitude and willingness to engage in the acquisition of Principles of Business skills each day. Consequences for not following the academic & behavioral expectations will follow the RRHS Interventions Guidelines and will be reflected in the student’s Professionalism/Employability mark.

* Respect all persons and property at all times.
* Be in your seat and working when the tardy bell rings.  Please be quiet and respectful during the pledges and announcements.
* Cell phones and electronic devices can be used at teacher discretion.
* No food or drinks allowed near computer stations.
* The lab is open to students for makeup work most mornings and afternoons.
* Teacher may assign detention hours for inappropriate classroom conduct before or after school.

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# Materials

* A spiral notebook or binder with notebook paper is required for note-taking in this course.
* A pen or pencil

# Academic Procedures

1. Sharing Learning Targets: You will be given rubrics to complete major assignments or projects. Students will be shown examples of learning objectives.
2. A learning target and criteria for success will be given at the beginning of the period. You will work towards that target during the period and I will check for understanding throughout the period and provide corrective feedback when necessary.
3. Class discussion/presentations: Listen respectfully to what others say. Do not interrupt. If you have a different point of view, please express it politely (IE: I agree because... or I disagree because)
4. Teacher directed lesson: No talking is allowed when I am direct teaching to the class. Follow along in the lesson on your assigned workstation or laptop and wait to be called upon to ask or answer a question or make a comment. Do not shout out answers.
5. Independent work: Talking is permissible so long as it is at a reasonable volume and not disruptive to others. If you need assistance ask your classmates first, then gain teacher assistance if necessary.
6. Knowledge checks: will be given at times during class as a means of formative assessment.
7. Group work: Contribute, cooperate, and work together towards your targeted goal.

# Routine Procedures

1. Enter classroom calmly and sit in your seat in the middle of the room. Be present both physically and mentally.
2. Each student should begin working on the warm up exercise as soon as he/she enters the class.
3. Follow directions the first time they are given. Stay on task and use every minute wisely.
4. Stay in your seat until I dismiss class. Do not line up by the door unless directed to by the teacher.

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# Computer Usage

Students are expected to use the computers for educational purposes only. If a student is on an unapproved website (IE: Shopping/Game sites), they will be warned once to redirect their browser. On the second infraction, the student will lose computer privileges for the day and will be required to do other class work at their non-computer desk until class is dismissed. If the student did not complete the in-class assignment because of improper computer usage, they must come in during tutorial hours to make up any missed work.

# Late Work

Unexcused late work will have a 15 point deduction when one calendar day late and a 30 point deduction when two calendar days late. Any time after that will be for a max grade of 50%.

# Retakes

You may retake QUIZ and TEST grades below a 70 and retest up to a grade of a 70. Retakes must be scheduled with the teacher in advance to be done during tutorials, not during class. Quiz retakes are allowed up to five days after the quiz is returned and after a tutorial session. There are NO retakes for projects.

# Overview of Grading Policy

Formative Assessments (Daily Grades): 50%

Summative Assessments (Tests and Projects): 40%

Professionalism/Employability: 10%

*\*Cheating will result in an automatic zero. Alternate assignment may be offered for max grade of 60.*

**Class Activity Parental Permission**

I have all students participate in the H&R Budget Challenge in class. This simulation teaches your child about money management, paying bills, writing checks, and saving for retirement. The top 22 performing students in the nation receive a $20,000 scholarship to a college/university of their choice.

**By signing and returning the following page, you acknowledge that you give your child permission to participate in this simulation, which requires your student to use their full Name and Address to compete.**

**Principles of Business, Marketing & Finance Parental Permission Form**

Dear Parent/Guardian,

Please read over the course guidelines and then fill out the information below. I am asking for your phone number and e-mail address so that I have the ability to contact you throughout the school year. If you have questions or need to contact me at any time throughout the year, feel free to email me at **melissa\_thomas@roundrockisd.org**.

Thank you,

Mrs. Melissa Thomas

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I have read and understand the course expectations for the Principles of Business, Marketing & Finance class. As the student, I agree to follow these expectations and will accept the consequences of my actions if I fail to do so.

**Student Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have read and understand the course expectations for the Principles of Business, Marketing & Finance class. As a parent, I agree to allow my student to participate in the H&R Block Budget Challenge.

**Parent / Guardian Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent / Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Best Parent Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Contact Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**