

Policy for Accountability – Accounting/Finance I/II

Mrs. Amy Meyer

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The mission of Portage Northern High School is to engage our community, inspire all learners to achieve success, and develop a foundation for lifelong learning in a global society.

Goal/Purpose of the Course

The ultimate goal of the course is to enable students to identify how businesses manage, record, and report financial information to stakeholders. Students will become familiar with the standards of accountability businesses are expected to follow. Students will also identify the effects that individual business transactions have on a company's financial standing. An online/automated system will be used to journalize and post transactions. Students will become proficient in the use of Automated Accounting software and will also gain personal finance and employability skills, develop a professional portfolio/resume, conduct a job shadow, and have the opportunity to earn *free college credit* by maintaining a B average for the entire year and/or *Michigan Merit Math* and *Visual Performing Arts* credits. *This approved Career Technical Education course can also be substituted for 2nd year Foreign Language and 3rd year Science.*

Objectives

- *Use critical thinking skills consistently in the classroom and apply these skills to a business' day-to-day activities.
- *Appreciate and honor the important roles that are expected of you as a student, consumer, employee, etc.
- *Demonstrate skills and knowledge of the entire Accounting Cycle through tests, quizzes, daily work, homework, group projects and computer simulations (Aplia online workbook).

Course Requirements

- ***Accountability**—You are responsible for your own actions. Attitude is everything; it will greatly affect your experience as a student at Portage Northern and in my classroom.
- ***Organization**—Come prepared to class with all necessary materials (paper, pencil/pen, calculator, student planner, folder, etc. Keep papers organized in your own folder system-NOT YOUR TEXTBOOK.
- ***Absences**—You must have an admit slip when you come to class after being absent.
- ***Missed Work**—It is your responsibility to ask for the assignment for the missed day. You have one day for each day absent to make up work. The agenda displays the previous days' work. Please write "absent" on all late work. Most handouts are available on my website for download.

Evaluation/Assessment of Student Performance

***General Expectations**—Efficient use of class time for *Accounting* work (not work for another class unless your *Accounting* work is complete) is expected. Daily assignments are due on the day assigned. Tests will be announced at least two days in advance. Quizzes may or may not be announced. All assignments must contain:

-First and last name (points may be deducted)

Hour, current date

***Grading**—A 10% deduction of an assignment's score will be applied each day the assignment is late. For example, on day two, 20% of the score will be deducted. I will review special cases. Extra credit opportunities will be available for students. I advise you and your parents/guardians to monitor your grade by utilizing the *Skyward*. I consistently update grades. You may also ask me to see your grade during class at a convenient time.

***Cheating**—This is a serious offense and cheating will not be tolerated. All those participating (supplier and user) in a cheating offense will receive zero credit for the assignment.

***Grading Scale**—See grading policy in the student planner. I assess each grade by taking the total points earned out of the total points available.

Reminders

*The bell will signal class dismissal. There is no waiting by the door. Fire hazard...

*Chairs are for sitting. Please do not sit on desks. **Do not lean/spin/stand/scoot in the chairs.**

*The computers must be handled carefully and restarted each day. Please report any damage you see by your station *before* you start class. Using the Internet without permission will result in disciplinary action (see Internet Usage form). **THESE ARE NEW COMPUTERS!**

*Your textbook will be kept in the classroom in the provided shelving; however, you are responsible for it, and if it is not turned in at the end of the year, you will have to pay for it! You may check it out for home use; you will have a complete text available online, however.

*There is no food or drink allowed except for water (do not leave on desk by computer).

*Keep the room clean! Pick up papers, pencils, etc. off of the desk and floor before you leave.

*Follow PNHS phone policy as posted. If I *see/hear* it during non-acceptable use time, I will turn it into the office. **NO TEXTING!**

*You may prefer to use a calculator. I have *some* available for in-class use, or you may use the calculator on the computer or your phone during educational use times.

*Safeguard your tickets. They are a valuable commodity!

*Smile often! Laugh often! Share your ideas in a professional manner! Make suggestions politely! Help your fellow classmates! Strive to do *your* best! Say please and thank you! Have fun!

Dear Student:

We are going to have a great year! Learning will be fun and please know you will be working in a productive, enjoyable, safe environment!

Dear Parents and Guardians:

Thank you for reviewing this policy. I appreciate your support in helping your student be successful.

Please be sure to review and sign the attached Commitment to Communication form.

Thank you,
Amy Meyer