

## Policy for Accountability – Introduction to Business

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.*

### Course Description

Course content and classroom instruction will assist the student in developing an understanding of the American business system and its role in our economic society by studying banking services, business and the economy, business organizations, and business careers. The student will also examine his/her various roles as consumers, citizens, potential business owners, etc. Economic factors, marketing, business development, and financing will be major topics of study.

### Goal/Purpose of the Course

The ultimate goal of the course is to enable students to become effective decision-makers in determining proper strategies for completing assignments/projects, being class participators and critical thinkers. Students will be exposed to the business environment; this may help them determine if pursuing a business major/minor/career is of interest to them. Students can then select other business courses at Northern that are more content specific like Business Management, Marketing, and/or Accounting.

### Objectives

- \*Use critical thinking skills consistently in the classroom and apply these skills to day-to-day “life” situations.
- \*Appreciate and honor the important roles that are expected of you as a student, consumer, employee, citizen, etc.
- \*Demonstrate skills and knowledge through tests, quizzes, daily work, homework, collaborative learning, and projects.

### 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 (textbook (can keep in class), paper, pencil/pen, student planner, folder, etc.) Keep papers organized in your class folder.
- \***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. See the agenda for the previous day’s assignment. Please write/type “absent” on all late work.

## Evaluation/Assessment of Student Performance

\***General Expectations**— Efficient use of class time for *Intro to Business* work (not work for another class unless your *Intro to Business* work is complete) is expected. Daily assignments are due on the day assigned. Tests will be announced at least three days in advance. Quizzes may or may not be announced.

\***Grading**—A 10% deduction of an assignment's score will be assessed each day the assignment is late. For example, on day two, 20% of the score will be deducted. Special cases will be reviewed by me. 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 in a cheating offense will receive zero credit for the assignment.

\***Grading Scale**—See grading policy in the student planner.

## Reminders

\*The bell will signal class dismissal. **STAY AT YOUR SEAT** until you hear the bell. There is no waiting by the door.

\*Chairs are for sitting (no leaning/standing/spinning/scooting please). Please do not sit on desks.

\*The computers must be handled carefully and restarted each day. You must 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).

\*Absolutely no cell phones in class. If it is being misused, I will turn it into the office. **NO TEXTING!**

\*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.

\*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!

Dear Parents and Guardians:

I appreciate your support in helping your student be successful. Please review this policy and sign the accompanying Commitment to Communication form.

Thank you!