ATTENDANCE POLICY

Students are expected to be in class, to be prepared to work, to follow class rules, and to actively participate in class discussions and activities.

- Absences, way lates, and tardies will be added together; not to exceed four (4) per quarter, per class.
- An accumulated total of five (5) or more absences, way lates, and tardies will result in no credit for the class.
- A No Credit (NG) will result for the class.
- NG Makeup will be required for every absence and tardy that exceeds four (4) in order to avoid the loss of the class credit.
- More than ten (10) minutes late is recorded as a way late (W) which constitutes an absence.
- More than twenty (20) minutes late is recorded as an absence.

Refer to the 2018-2019 Hillcrest High School Attendance Policy for clarification.

INFORMATION NETWORK ACCEPTABLE USE POLICY AGREEMENT

I have read and signed the AUP and have a copy on file with Hillcrest High School. I understand the terms and conditions and agree to abide by the agreement.

Hillcrest High School does not discriminate on the basis of race, color, national origin, gender or disability in its programs and activities.

The District Compliance Officer handles inquiries regarding non-discrimination policies.

Complaints can be made to school Administrators or Counselors or to the District Office at (801) 826-5000.

GENERAL POLICIES

CARE/USE OF EQUIPMENT

Equipment is to be utilized for school and class work only, and it is the student's responsibility to notify the instructor immediately of changes or technical failures. Equipment misuse or failure to report any damages may cause the student to be financially responsible for repair, replacement, fines, etc. Students may also have their computer privileges suspended and may also receive a referral to the school administration for disciplinary action. In lieu of computer activities if a student loses his/her computer privileges, book work will be substituted for the remainder of the semester.

CELL PHONES & ELECTRONIC DEVICES

At the teacher's discretion, students may be allowed to use cell phones, electronic tablets, mp3 players, or other electronic devices during class.

ELECTRONIC COMMUNICATION

Electronic communication will be utilized as needed in the course curriculum which includes Skyward, Canvas, and CSDdocs. Students will not be encouraged to access their personal accounts for privacy reasons.

SOCIAL MEDIA WEBSITES

At the teacher’s discretion, students may be allowed to access social media websites for classroom activities but may lose this privilege due to media containing inappropriate lyrics, language, and/or images in violation of classroom/school/district policies.

All school and district rules will be enforced.
**Behavior Expectations**

The Hillcrest Business Department believes in creating a classroom atmosphere that promotes learning through being RESPONSIBLE, RESPECTFUL, and SAFE.

This includes:
- Acting and speaking like a lady or a gentleman; inappropriate, vulgar, or abusive language/gestures will not be tolerated.
- Being prompt; tardiness is not a desired work characteristic.
- Being prepared each day for class; bringing appropriate materials to class.
- Handling non-instructional concerns before/after class; students are expected to be in class all period.
- Being responsible and completing assigned work; cheating will not be tolerated.
- Not bringing food and/or drink into the classroom.
- Being attentive during class; maximize your learning opportunity.
- Refraining from participating in hazing, bullying, and/or harassment within the classroom through any medium.
- Abiding by the school dress code, including no hats, tank tops, or crop tops worn in the classroom.
- If behavior expectations ARE NOT met, a student may be put on contract at the teacher’s discretion. If the contract is not followed, teachers may have students placed in lunch detention.

**Grading Policy for Digital Studies**

Students may be graded in the following areas based upon the individual teacher’s preferences.

- **Class Work** – 30%
  - Including regular assignments, worksheets, projects, etc.
- **Starters** – 20%
  - Including engagement, discussion,professional development, etc.
- **Assessments** – 50%
  - Including tests, quizzes, projects, etc.
- **All Students Will Be Required To Use Note Taking Skills Through Learning Objectives, Capturing, Questioning, and Summarizing.**

**Cheating Will Not Be Tolerated!**

**Make-up Work**

- Students will be given until the end of each Unit to make up any missed assignments and/or tests.
- It is the responsibility of the student to request missed class work.
- Test Retakes will be available after the completion of required review period.
- Please use APP time to receive extra help.

**Lab Fees**

All business department classes will be subject to a lab fee, as indicated below, which will cover materials associated with electronic technologies, including printer cartridges and paper.

- Semester Business Class............$5.00
- Year-Long Business Class...........$10.00

**Behavior Department Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100</td>
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Please sign and return this form to the instructor of your class. Questions or concerns may be directed to your specific instructor via email or in person.

I have read and understand the Business Department Disclosure Statement.

____________________________________
Course Name (Printed)
____________________________________
Student Name (Printed)
____________________________________
Student Signature
____________________________________
Parent/Guardian Name (Printed)
____________________________________
Parent/Guardian Signature
____________________________________
Teacher Signature

**APP**

(Academic Prep Period)
Monday – Friday 9:10 am – 9:50 am

In an effort to provide students with extra help, HHS is incorporating APP each day for students to make up missing work, get extra help, take tests, etc.
ATTENDANCE POLICY

Students are expected to be in class, to be prepared to work, to follow class rules, and to actively participate in class discussions and activities.

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- If behavior expectations ARE NOT met, a student may be put on contract at the teacher's discretion. If the contract is not followed, teachers may have students placed in lunch detention.

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GRADING POLICY FOR BUSINESS & MARKETING

Students may be graded in the following areas based upon the individual teacher's preferences.

- **CLASS WORK** – 30%
  - Including regular assignments, worksheets, projects, etc.
- **PROJECTS** – 40%
  - Including end of unit activities
- **EXAMS** – 30%
  - Including tests, quizzes, etc.

**Concurrent Enrollment Classes will follow University Guidelines**

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CHEATING WILL NOT BE TOLERATED!

MAKE-UP WORK

- Students will be given until the end of each Unit to make up any missed assignments and/or tests.
- It is the responsibility of the student to request missed class work.
- Test Retakes will be available after the completion of required review period.
- Please use APP time to receive extra help.

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LAB FEES

All business department classes will be subject to a lab fee, as indicated below, which will cover materials associated with electronic technologies, including printer cartridges and paper.

- Semester Business Class............$5.00
- Year-Long Business Class...........$10.00

---

APP
( Academic Prep Period)

Monday – Friday  9:10 am – 9:50 am
In an effort to provide students with extra help, HHS is incorporating APP each day for students to make up missing work, get extra help, take tests, etc.

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BUSINESS DEPARTMENT GRADING SCALE

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Please sign and return this form to the instructor of your class. Questions or concerns may be directed to your specific instructor via email or in person.

I have read and understand the Business Department Disclosure Statement.

__________________________
Course Name (Printed)

__________________________
Student Name (Printed)

__________________________
Student Signature

__________________________
Parent/Guardian Name (Printed)

__________________________
Parent/Guardian Signature

__________________________
Teacher Signature
Course Syllabus

Salt Lake Community College Course: Personal Finance / FIN 1050
Instructor’s name: Mrs. Rachel Eckley
Office hours: Monday - Friday 7:10 to 7:40 or 2:30 – 3:00 or by appointment
Contact information: rachel.eckley@canyonsdistrict.org

***REGISTRATION with SLCC is required for this class!!!
This is a College class. I can NOT stress enough the importance of doing the reading, homework and self-study needed to succeed. In the best interest of LEARNING cell phones will ONLY be permitted in class with SPECIFIC permission.

Course description: This course presents with a practical treatment of the basic issues of day to day household finances. It will emphasize setting goals, no matter what one’s personal financial situation may be, with an end towards obtaining control of one’s life and achieving personal financial improvement and success. The topics of this course will be presented in an interdisciplinary manner that will challenge the student to consider the broader aspects of consumerism and finance such as individual values, economics, politics historical factors, global and social issues, etc. This course will also seek to involve the student in both group and individual exercises and analysis to encourage creativity, critical thinking, and communication skills.

Course approach: This class will be taught in a discussion, lecture style, with students taking an active part in their own learning. For this to take place, students need to prepare for class discussions on their own time and come prepared with the required materials. Success in this course will be directly related to the effort the student puts forth. Special needs or situations should be discussed with the teacher in advance of upcoming deadline.

Course requirements: Regular class attendance is crucial for success in this course. Students are expected to be prepared with any homework assignments due. Students are responsible for assigned reading. Reading should be completed prior to the class period in which these readings are assigned. Students will be regularly called upon to participate in class, therefore attendance is important to the success of student and the class as a whole, and will be included in the final grade evaluation. Graded homework assignments (both individual and group) as well as in-class examinations will be required and given throughout the quarter.
Make-up exams will be allowed ONLY during APP within a WEEK of when the actual test is given. Students are responsible for any materials and/or assignments given during a missed class.

ATTENDANCE:
The Hillcrest High School attendance policy will be followed. Please refer to your student handbook.

COLLABORATION/CONSULTATION:
If you need extra work time, to make up a test, quiz, hand in make-up work or have any questions about missing assignments etc. due to absences, you will need to see me during office hours 7:10- 7:40am Monday - Friday in room C207. I will NOT use class time to discuss individual circumstances.

Grading Scale and Criteria
Students’ points will be divided by total points possible to obtain a percentage score. Students will be graded on the following scale, in compliance with SLCC:

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</table>

Assignments
Financial Statement Assignment
Personal Budget Tracking Assignment
Assignments from Instructor (questions and vocabulary)

Stock Purchase Assignment
ePortfolio Assignment
Other ……
All assignments will be collected on quiz or test day unless stated otherwise. Late work will NOT be accepted after the test. **Any late work will receive a 25% deduction. NO Late work will be accepted after the end of the unit.** If the student will be out of class for an extended period of time, they will need to make the proper provisions with the administration. **This applies to Test, Quizzes, Projects and any other assignments.**

**Exams, Tests and Quizzes**
Tests will be given on material from lectures and assigned reading. If a test or quiz is missed due to absence, it must be made up within 7 days (including day of absence), during APP. You must make arrangements.

**Midterm and Final Exam**
Midterm and a comprehensive final exam will be given at the scheduled date and time.

**CLASS EXPECTATIONS:**
1. Class participation is expected. Students are expected to act as well behaved young adults and will be treated as such. Group work, Independent work and class discussions are a large part of this course. **Respect for others** is critical to the success of this class. Be open. Try not to dismiss new ideas or new ways of looking at the world.
2. Report to class before the bell rings. Promptness is imperative. Class work begins at the tardy bell with everyone seated and ready to work.
3. For the effectiveness and safety of the class you are expected to remain in your seat and working until the teacher dismisses you when the bell rings. Please do not gather at the door at the end of class!!!!
4. Profanity will NOT be tolerated. Such language will result in the student being temporarily or permanently removed from the class.
5. Classroom time is precious, in order to have make our learning as valuable and as effective possible; for this reason **CELL PHONES, and electronic devices** will remain **off and put away** during class.
6. We listen to the teacher or to whoever has permission to speak.
7. Testing is a quiet time without distractions. Talking distracts, so refrain from conversation and talking during tests. Talking will be considered cheating and cheating is a fail.
8. **Be honest in your actions:** All work must be your own. Always show I can trust you; ie: no cheating, lying or stealing). Show some integrity. Cheating will NOT be tolerated. You give up your points!!
9. **You are expected to** clean up your area before leaving.

**Consequences include but not limited to:**
- Essay in the amount of 1000-2000 words to be turned in within 5 days
- Extra Assignment
- Sent to office
- Contact parents or guardian
- Because this is a college class, maturity is needed. Removal from class is possible.

**FBLA/DECA:**
Future Business Leaders of America (FBLA) and DECA provide opportunities for those who seek to enter into the business world. Membership is also an excellent resource for college and job applications, as well as a great way to meet new people. Members will participate in many activities including: community service, socials, state competitions, and national competitions.