**AFHS BUSINESS DEPARTMENT**



*Disclosure Document*

 ***Career and Technical Education***

**Grading**

Students will be graded on assignments, quizzes, tests.

Your final grade will be based on your scores from your assignments, tests, and quizzes. Final grades are determined by the number of points the student accumulates during the quarter divided by the number of points possible during the quarter. Final grades (as well as individual grades on assignments and tests) will be based on the following percentage scale:

100 - 95 A 83 - 80 B- 69 - 67 D+

94 - 90 A- 79 - 77 C+ 66 - 64 D

89 - 87 B+ 76 - 74 C 63 - 60 D-

86 - 84 B 73 - 70 C- 59 - 0 F

If you need your student’s progress, you (student or parent) will need to access their grade information by using Skyward on the Internet at home, at the public library, or school library. Students will need to be Internet approved before being able to access their grade information at school. If you need information on how to access Skyward, please contact the main office at the high school.

**Homework**

Most business classes will have homework. The amount of homework will depend upon the type of business class and your student. Some business classes are hands-on classes. For these classes your work will be done in class using software that cannot be taken home. In order to complete assignments you must attend every class period. Machine time before and after school is limited and requires teacher approval. Special problems will have to be worked out as they arise on an individual basis,

but there may be no solution to the problem of missed time regardless of the reason.

All assignments are due on the assigned date. NO LATE ASSIGNMENTS WILL BE ACCEPTED. Students will, however, be granted one late work pass per quarter that they can choose to use on **one assignment** only. If students do not use their one late work pass each quarter, they can turn the pass in for extra credit at the end of each quarter. Only hard copies (printouts) will be accepted. A file on a student’s network account will not be accepted for grading.

**Makeup Provisions**

If you are absent the day a test or quiz is given, you will be allowed one week in which to make it up before or after school. Because teachers have other school commitments, please make sure that you check with the instructor to schedule a makeup time.

If a student misses a class period, it is their responsibility to check with me when they return to get the class assignment and homework. I will not remind them that they need to do so.

If you are absent the day an assignment is given, you are to pick it up the day you return. It is due the following class period or when it is due for the class, whichever applies. If you are absent the day an assignment is due, it is due before class begins on the day you return.

Students must hand to the instructor all makeup work. If a student places makeup work in the basket, it will NOT receive credit.

Students that are truant will not be able to turn in or make up work for the day they are truant.

**Attendance**

The Business Department will be following the school’s attendance policy. If you need an additional copy of the school’s attendance policy, contact the main office at the school. You need to be aware that your student’s tardies and absences (whether excused or not excused) may result in your student receiving no credit for the class.

**Discipline and Student Expectations**

Each student is expected to be aware of and abide by classroom policies, procedures, objectives, grading, discipline rules, and school policies. The AFHS Business Dept. complies with the district’s hand-held communications device policy which includes the following:

* No electronic communication devices including cell phones, MP3 players (iPods), cameras, laptops, etc. allowed in the Business Department.
* Students may not receive, send, capture, or record any communication, visual, image, sound, text message, or other information while in Business Department classrooms.
* Students who violate this policy will have the device confiscated. Parents and students will need to work with the administration to pick up the device.

Complete information on district policy #5250 referring to electronic communication devices can be found on the Business Department’s Acceptable Use Policy or the district’s web site..

All students and guardians are required to sign and abide by the acceptable use policy statement, the district Internet agreement, and e-mail agreement (if required) in order to use the Business Lab equipment.

**Materials, Supplies, Other Information**

 Students will need to furnish their own note paper, folder, pens, pencils, and calculator(if needed).

American Fork High School complies with the requirements of Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. Therefore, no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of sex, race, color, national origin, religion, or disability.

Your signatures (guardian and student) on the AFHS Business Department’s AUP indicate that you have read, understood, and will be held accountable for the policies on this disclosure document.

**Resources**

State Standards and Competencies: <http://www.schools.utah.gov/ate/Skills/bus/250.htm>

Computer Technology Curriculum Map:

<http://sites.google.com/site/afhsbusiness>

**Mrs. Einerson’s Contact Information**

jeinerson@alpinedistrict.org

Room 116 – Teaches only A2 and A3