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| **Course Name:** | Business Information Management I | **Teacher:** | Mr. Santana  |
| **Year:** | 2018-2019 | **Email:** | asantana2@saisd.net |
| **Course Credit:** | 1 | **Room:** | 1904 |
| **Grade:** | 9-12 | **Conference:** | A 8:45 AM – 10:15AM |

## Course Description

Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and postsecondary education. Students apply technical skills to address business applications of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software.

## Course Requirements

This course is recommended for students in Grades 9-12. Recommended prerequisite: Touch Systems Data Entry.

## Course Materials

Each student is required to bring the following materials to class daily:

* Pen/pencil
* Paper
* USB Flash Drive
* Any other course-related materials
* Headphones/ear buds

Occasionally, non-standard supplies, not available on campus, will be required to complete student project deliverables (i.e. poster board, colored paper, etc.)

## Grading Policy & Scale

Students’ grades will be calculated as follows:

* Assessment Performance (40%)
* Class Work & Homework Performance (60%)

The following grade scale will be utilized for recording students’ grades:

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| --- | --- |
| A | 90-100 |
| B | 80-89 |
| C | 75-79 |
| D | 70-74 |
| F | 0-69 |

## Class Expectations

All students must follow the Hurricane Non-Negotiable Behaviors:

* Be in appropriate school uniform
* Be on time and seated before the tardy bell rings
* Be prepared to learn with heads up and supplies ready
* Use appropriate language at all times
* Keep hands, feet, and other objects to yourself
* Everyone is safe to participate in the learning environment
* Keep all electronics turned off and put away

## classroom management

A positive and respectful attitude is expected of all students, this includes respecting others’ thoughts, feelings, work and individuality. Students should demonstrate positive behavior at all times. Positive behavior will be recognized and a student may receive Spin Bucks for following expectations.

If a student should not maintain a positive behavior, I will visit with him/her and we will try to resolve the issue together. If this does not solve the problem, possible consequences may be enforced.

## Consequences

Students who do not comply with the Hurricane Rules will receive consequences that include, but are not limited to, the following:

* Student/Teacher Conference
* Parent Contact
* Parent/Teacher Conference
* Counselor Support
* Discipline Referral

## Citizenship

Citizenship ratings reflect a student's conduct, attitude, and cooperation with the teacher, and his/her ability to get along with other students. The following rating scale is used:

E - Excellent

 S - Satisfactory

 N - Improvement Needed

 U – Unsatisfactory

A student is given a citizenship rating each 9-week grading period.

## Make-Up Work & Re-Do Policy

In accordance with District Policy, students may make up work after an absence, whether the absence is excused or unexcused within the following time frame:

* A student is allowed two instructional days for each day missed with a maximum of six (6) days during which make-up work may be completed or to schedule a make-up assessment.
* An extension of time may be granted for a prolonged absence, if, in the opinion of the student’s teacher(s) and with the approval of the principal, an individual student’s request or case warrants an extension.

In accordance with District Policy, a student must be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a grade less than 70. Following additional instruction or intervention, students will have one opportunity to redo one failing assignment AND one failing assessment in each subject per grading period; however, a teacher may, at the teacher’s discretion, permit students to redo additional failing assignments. If the grade on the retake assignment or assessment is 70 or above, then the original grade shall be replaced and recorded as a 70. If the grade on the retake assignment or assessment is below 70, then the higher of the two grades shall be recorded.

Make up work and work needing to be re-done will only be offered during my regular tutoring hours or during Saturday School. Students attending Saturday School to redo an assignment or assessment must see me by 4 PM on Thursday, so that I may make arrangements for the work to be available.

## http://proctorfree.com/wp-content/uploads/2014/08/dishonesty.jpgAcademic Dishonesty

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

## http://p7cdn4static.sharpschool.com/UserFiles/Servers/Server_235957/Image/Desktop-Computer-Clipart-2.pngComputer Usage

Computers are to be used for educational purposes only. By touching the computers, students agree to follow the SAISD Student Acceptable Use Policy for the Electronic Communications Systems.

## http://static3.echalk.net/www/ud00/f/f6adf59cf6734fe7afb094a0b532447d/Personal_Images/Electronics.jpgElectronic devices Policy

Cell phones and MP3 players are not allowed during the class period. All electronics are to be turned off and put away (in students’ backpacks or assigned spot). Electronics will be confiscated if they are out as per school policy. This policy will be strictly enforced. Electronics that are confiscated will be held according to the following policy and the teacher is not responsible for the loss or damage of an electronic device that was confiscated:

 **1st Time:** If electronic device is picked up by staff it must be picked up by Parent/Guardian

 **2nd Time:** 2nd time Parent/Guardian must pay $10.00 for electronic device

 **3rd Time:** 3rd time Parent/Guardian must pay $15.00 for electronic device

The district is not responsible for the loss or theft of any personal cell phone or other electronic device. Sam Houston High School will not spend time investigating the loss or theft of cell phones/Electronic Devices. The security of cell phone/electronic device is the sole responsibility of the student. If a cell phone is lost or stolen a report may be filed with SAISD Police.

## https://media.licdn.com/mpr/mpr/p/1/005/08a/0f4/0a5f7c3.jpgTardy Policy

The Hurricane Tardy Policy will be strictly enforced. If you arrive late to class, you must have a tardy pass from an administrator. You will be asked to sign the Tardy Log upon arrival. Tardy consequences include, but are not limited to, parent notification and OCI. Three (3) tardies will equal one (1) day in OCI and parent notification.

## Dress Code

The SAISD and SHHS dress code will be strictly enforced. If you are not wearing a school uniform, you will not be admitted to class and will be asked to see an administrator. You will be counted absent if you do not return to class that day.

## Links

SAISD Homepage: http://www.saisd.net

Schoology: https://saisd.schoology.net

Teacher Homepage: https://schools.saisd.net/page/asantana2-Home

# Parent/Student Acknowledgement

**Syllabus Acknowledgement**

*This acknowledgement form and contact information sheet must be completely filled out, signed, and returned to the teacher. The student should then keep the syllabus in their binder for reference and documentation.*

We acknowledge our responsibility to review this course syllabus.

We acknowledge that we have read, understood, and the student will comply with the expectations and guidelines presented in the course syllabus.

Student’s Name:

 *(Please Print)*

 Student’s Signature Date Parent/Legal Guardian Signature Date

**Parent/Guardian Contact Information**

Student’s Name:

Parent/Guardian’s Printed Name:

Parent/Guardian’s Email Address:

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| Home Number: | (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ | Daytime Contact Number: | (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ |
| Cell Number: | (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ | Other Contact Number: | (\_\_\_\_\_\_\_) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ |

Notes/Comments for the Teacher (please use back of this page for more room):

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