**Business Law**

Georgetown High School

Ms. Jo Clark

***Parent and Student:* Please Sign and Return**

**Business Law**

**Course Description**

Business Law is a one credit class designed to provide the student with knowledge of the legal environment in which a consumer operates, a business operates, and provide the student with knowledge of legal principles.

**Competency**

Proficiency on the keyboard and computer is helpful, as well as knowledge of solid research techniques, problem solving, and being able to work independently.

**Academic Requirements:**

Test/Quizzes: Students will have test and quizzes. The quizzes will be both scheduled and unscheduled. Low scores on tests/work may be redone within 5 days.

Grading System: The grading policy for the quarterly grade is as follows:

 Classwork 30%

 Presentations/Projects 30%

 Quizzes 10%

 Tests 30%

A final exam will count as 20% of the overall course grade.

**Makeup Policy**

It is the student’s responsibility to ask about work. All work for excused absences must be completed *within three (3) school days* upon returning to school. **WORK FOR UNEXCUSED ABSENCES WILL NOT BE ACCEPTED. \*\*Students will be allowed to stay until 4 pm on Thursdays to complete missing work, and until 3:30 on Mondays and Wednesdays.**

**Please sign and return:**

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Parent's Signature Student's Signature

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Parent’s Phone Number ***PLEASE PRINT*** Parent’s email address

COMMENTS:

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So that you may keep this information, cut off the top portion & return. Thank you!

**Classroom Expectations:**

 **School Wide Rules**

Be Polite

 Be Productive

 Be Prompt

 Be in Authorized Areas ONLY

 Keep hands, feet, and all other objects to yourself

**ACCEPTABLE CLASSROOM BEHAVIOR CONSEQUENCES**

* Be prepared for class daily. 1. Refocus
* Be in assigned seat, prepared to work 2. Parental Contact

 when tardy bell rings 3. Teacher Assigned After School Detention

* Keep personal items put away. 4. Referral to Administration
* **Leave cell phone, MP3 players, etc., food,** 5. **Phones in view will be confiscated**

 **drink, and gum in your locker.** **and result in a referral**

* Abide by all GHS & classroom rules.
* Be quiet, respectful, and productive at all times.
* Do **YOUR OWN** work. Cheating will result in a zero and call home and/or a referral.

My planning time is from 1:45 pm - 3:00 pm. You may call me during that time, or call the guidance office (527-4497) at other times to set up a conference. If you have questions or concerns, please contact me. If you have any special concerns, please use the comment section under your signature on this syllabus. So that I may easily reach you, **please note your home and work phone numbers as well as *printing* your email address** if you have one. I send out periodic newsletters about my classes. You may email me through my page on the school website.

Thank you for your cooperation. I look forward to helping your child develop useful business skills!

 Jo Clark