

Career & Professional Development

Filer High School 2021-22 School Year



Instructor: Alexandria (Lexie) Foster

Room: 31(primary)/29 (office)

Prep: 4th period

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Course Description: This course provides a unique problem-solving model that will train students on how to break down financial decisions, identify resources at your disposal, generate appropriate solutions, and, when necessary, effectively communicate your conclusions and understandings.

In this course, students will gain understanding of finances as they relate to money as a resource, property rental, automobile purchase, postsecondary education, money management, taxes, insurance, charitable giving, revolving credit, personal credit, home ownership, investing, and employment.

Required Textbook(s) and Supplies: Textbooks and resources provided in class or online. <https://teachbanzai.com/> & [Stukent.com](https://www.stukent.com)

Google Classroom: All assignments will be posted in Google Classroom for easy access to students and parents. The class syllabus & agenda are posted on Google Classroom as well. Parents can be invited to the classroom by their students once they have added the class code.

Students please join Google Classroom with the following class code: **wbig4ve**

*Please join the appropriate cause as joining the wrong course will not allow for your grades to show up in PowerSchool.

Grade Scale

Classwork	25%
Tests	20%
Quizzes	10%
MPF	20%
Projects	20%
Miscellaneous	5%

BPA (Business Professionals of America): Career and technical student organizations are integral, curricular components of each career and technical education course. This organization serves as a means to enhance classroom instruction while helping students develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth. This is a great addition to student resumes. BPA dues are \$30.00 annually, fundraising is a big part of club to remove out of pocket cost. **Students can compete in events that contain the material they are learning in this course!**

Computer Lab Use: In addition to regular class time, students are welcome to use the lab from 7:45 a.m-8:00 a.m. or 3:25-3:45 p.m., Monday through Friday. Make an appointment with the instructor for additional lab time.

Movies/Videos: There may be times during the trimester, where the class will watch a video or a snippet of a video to enhance the curriculum. The video may be G, PG, or PG-13, and approved by the FHS administration. If you allow your child to watch videos with these ratings, please initial below. If not, please indicate what is appropriate for your child in the area below: **parent initials**

Flip over for permissions

Policies and Procedures:

- **Cell Phones/Electronic Devices:** Cell phones and other electronic devices (laptops, iPads, iPods) are not allowed in the classroom. They are not only a distraction to the students but also students around them and no excuse will be accepted if the device is confiscated. This is a computer lab, students are provided with the necessary technology needed for this course.

***Don't forget to Respectful Optimistic Accountable Resilient the Wildcat Way!!**

- **Food/Drink:** Water or other drinks must be in screw-top (sealed) containers and be kept on a shelf near the door. **NO eating or chewing gum** is allowed near the computers, I will allow snacks away from computers upon competent work ethic.
- **Computer Policy:** **Never** access the internet without prior approval.
 - **No** computer games are allowed in the lab. *See your Student Handbooks for consequences for failure to follow the Network Use Policy.
 - Respect the lab equipment
- **Attendance Policy:** It is highly recommended that students attend this class as much as possible as this class uses Desktop computer applications that aren't available through Chromebooks. If the student is absent and has similar resources, as the classroom available at home, I highly recommend they take the opportunity to complete the assignment at home. I do allow students to make up their work in the classroom as well, but must be completed in a timely manner. It is the student's responsibility to check Google Classroom for the previous days assignments and ask questions, if needed, for clarity.
- **Tardy Policy:** As soon as the bell rings to begin the class, you should be seated and ready to work. If you arrive after the bell, you will be marked tardy. More than 15 minutes of missed class equals an absence.
- **Restroom Policy:** Please attend to personal needs **before** you come to class. This includes restroom visits, locker visits, grooming, and drinks of water. You should not find it necessary to use more than one pass per month. Please wait if possible for an appropriate time to ask to step out (school rules stipulate waiting at least 30 minutes). There is no reason to take a classroom buddy with you. If you have an emergency and need to leave the classroom, you may do so with permission. But please—I expect you to not abuse that privilege.

CONSEQUENCES FOR RULE VIOLATION:

- First offense: warning
- Second offense: private “chat”
- Third offense: after-school time (5 minutes)** on the same day as the offense and parental contact
- Fourth offense: after-school time (10 minutes) ** on the same day as the offense and parental contact

The above consequences apply only to minor infractions. Major infractions such as fighting, vandalism, overt defiance (flat-out refusal to follow directives), and/or any behavior that stops the class from functioning will result in referral to the office and/or removal from class as per school policy.

Parent Contact: As a School District we now use the K-Swift notification system through PowerSchool. It is designed to help make weekly if not daily communication quick and easy for teachers. Parents may receive grade updates, positive/negative feedback of their student, and other classroom updates in email format, text messages, and even voicemail. Please make sure Parent contact information is updated through PowerSchool.

Parents: Please encourage your son or daughter to visit with me any time he or she needs any concept clarified. I will do my best to stay in touch with you regarding their progress if I have a concern, and I will certainly notify you if they are in danger of failing. You can also access your child's grades online by logging onto the Filer High School web site and select PowerSchool. I update grades at least once a week. If you are interested in what we are doing in class we will mainly be using Google Classroom, but there will be a linked agenda of the weekly activities students will be a part of on Moodle as well. If anything is needed I also welcome any phone calls, emails, or personal visits from you.

Please sign this form if you have read and understand this syllabus and return it to Mrs. Foster.

My student, _____, and I have read the syllabus and understand what is needed from my student in order to succeed and will be prompt in asking for assistance if needed.

Student's signature: _____ (Print) _____ **Class hr:** _____

Parent's signature: _____ (Print) _____ **Date:** _____