



Welcome to Financial Services! I think you're really going to enjoy the program this year. As you probably noticed on your schedules, Financial Services Juniors consists of two courses: Strategic Entrepreneurship and Financial Accounting. Throughout the first year of the program, you'll discover what makes a company successful ... and learn how to start, manage, and grow your own successful business. It should be a lot of fun!

Along the way, we'll be learning about a lot of interesting business topics, exploring college and career choices, and working extensively with computer applications. The Financial Services classroom is a very active one, with many group projects and a strong emphasis on teamwork and cooperation. There will also be leadership and social opportunities offered through our student organization, Business Professionals of America. And you have the chance to get involved with the Knights Credit Union ... plus tons of other cool stuff! I encourage you to make the most of your two years in Financial Services ... the opportunities are amazing.



Financial Services is an honors course for both the junior and senior years of the program. In addition, you have the option of taking Financial Services as a College Credit Plus course which allows you to earn college credits from Cincinnati State.

## Program Curriculum

The Financial Services curriculum is made up of four semester courses: Strategic Entrepreneurship and Financial Accounting during junior year, followed by Fundamentals of Financial Services and Corporate Finance during senior year. The major areas that we will be learning about are listed below.

JUNIOR YEAR (2020/21) - 2 High School Credits / 6 College Credits			
STRATEGIC ENTREPRENEURSHIP		FINANCIAL ACCOUNTING	
Intro to Entrepreneurship Marketing & Sales	Start/Finance Your Business Manage/Grow Your Business	Service Businesses Organized as Sole Proprietorships	Merchandising Businesses Organized as Corporations
Microsoft Office Applications / Career Exploration & College Planning / Job Shadowing			

SENIOR YEAR (2021/22) - 2 High School Credits / 6 College Credits			
FUNDAMENTALS OF FINANCIAL SERVICES		CORPORATE FINANCE	
Understanding Income Money Management	Spending and Credit Saving and Investing	Financial Fundamentals Financial Management	Sources of Financing Financial Operations
Advanced Microsoft Office Applications / More Career Exploration & College Planning / Job Shadowing			



As you know, the school district has partnered with Butler Tech to deliver all of the school's business classes, including Financial Services Honors/CCP. This means that all the latest technology and business applications will be made available to the students in this program.

To find out more information about Butler Tech, visit their website: [www.butlertech.org](http://www.butlertech.org)

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## Classroom Expectations

1. **Promptness.** You are expected to arrive to class on time every day and be *in your assigned seats* ready to get started when the bell rings. Students with unexcused tardies or skips will receive an automatic teacher detention.
2. **Preparation.** Bring all necessary items to class each day. When there is homework assigned, you will be expected to come to class with the completed assignment and be prepared to discuss the material.
3. **Participation.** This will be an interactive classroom, which means that we will be learning from each other as we explore various topics. Every person in the class brings unique experiences and opinions, but the only way we will learn from each other is if everyone participates. Your grade will reflect class participation on a weekly basis.
4. **Productivity.** Challenge yourself to be productive at all times! Be attentive and use your time wisely. If you do not feel well, notify the instructor ... no napping in class. Stay on task, ask for help when needed, and study!
5. **Responsibility.** Act rationally and choose wisely. Recognize your own role in building an enjoyable and productive community of learners. Understand that there will be consequences, both good and bad, for your actions. Think before you act!
6. **Respect.** Be respectful of yourself, your environment, your fellow classmates, and your instructor. Every student has the right to a safe and secure classroom; you do not have the right to impede or jeopardize that in any way. Treat others the way you want to be treated. Take care of our classroom, equipment, books, and supplies.

***In addition to the classroom expectations above, students are expected to be familiar with and observe all rules outlined in the 2020/21 Student Handbook.***

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## Consequences for Negative Behavior

If a student chooses not to follow the classroom rules, there will be consequences:

- ☞ 1<sup>st</sup> consequence – Warning and/or conference with the teacher.
- ☞ 2<sup>nd</sup> consequence – 30 minute teacher detention after school and phone call home.
- ☞ 3<sup>rd</sup> consequence – 60 minute teacher detention after school, referral to the administration, and call home.

Major or repeated rule violations will result in immediate removal from the classroom. Major rule violations include all those listed in the student handbook, as well as gross disrespect for another student or the teacher. The teacher will always decide if a major rule has been violated. *Employers and colleges DO ask about classroom attitude, conduct, and attendance!*

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## Rewards for Positive Behavior

- A great learning experience for yourself and the class.
- Positive reinforcement from the teacher, administrators, etc.
- Special recognition in the classroom.
- A successful student with a positive work ethic.

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## Class Website

If you have a question about Financial Services, the answer is probably located on the class website:

**[www.MyFinanceClass.com](http://www.MyFinanceClass.com)**

On this website, you can find out about assignments and due dates, see questions of the day, and download worksheets or handouts. If you miss a day of school, you should make use of this resource – either from home (if you have internet access) or as soon as you get back to school.

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## Assignments

You will receive a syllabus at the beginning of every quarter (it will be in the back of your STAR sheet packet and available for download on our class website) that outlines the topics we will be discussing each day. You should pay special attention to the dates for tests and major projects – these dates should never be a surprise to you! Specific assignments and due dates will be listed in two places:

- **Weekly Sheets:** At the beginning of every week, you will receive a sheet that details the assignments and due dates for the week (this sheet is also available for download on our class website).
- **Class Website:** All assignments will be listed on the class website; worksheets and handouts will be available for download in PDF format (as well as copies of the syllabus and weekly sheets).

Classroom assignments (STAR sheets, worksheets, quizzes, tests, etc.) are due by the end of class. Emailed assignments (QODs, current events, projects, etc.) may be turned in via email by 11:59pm on the due date.

You can use either a school email or a personal email to send/share work on a daily basis. You can use either [pclark@nwlsd.org](mailto:pclark@nwlsd.org) or [clarkpv@butlertech.org](mailto:clarkpv@butlertech.org) but you do not need to send things to both accounts!!!

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## Late Work

All class work that is turned in late – without an excused absence OR without first getting my approval – will lose **25%** of the grade per day it is late. This means that if there is an assignment due, it must be turned in (either in on my desk by the end of class or emailed by the end of the day) to avoid penalty. Forgetting to turn it in is not an excuse. Leaving it at home is not an excuse. Your printer/email/computer not working is not an excuse. Please let me know by the end of class if you were not able to finish in time – I may grant you an extension under certain circumstances. Remember, you are preparing to be professionals in the workplace. You must take responsibility for handing in your work on time!

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## Grading

Your grade in this class will be computed on a simple point basis. Grades for STAR sheets, questions of the day, current events, worksheets, group projects, papers, quizzes, and tests will all be added together. The final grade will be calculated by dividing the total points earned by the total points possible. Extra credit opportunities will be available. Checking ProgressBook on a regular basis is an EXPECTATION. You have **one week** from the original assignment due date to review your grade in ProgressBook and notify me of concerns, questions, or mistakes (after one week, I will not change your grade).

If you need extra help, you are encouraged to come see me either before or after school; prior notice may be necessary. I typically get to school at 6:45am and will stay after school as needed. Parents and students may contact me by email at [clarkpv@butlertech.org](mailto:clarkpv@butlertech.org).

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## Make-up Policy

You are required to make up missed work in a timely fashion. It is YOUR responsibility to make arrangements with me to make up work after school. You should get in the habit of going to the class website to find out what you missed. No make-up work is to be done in class unless approved by me. The work will be considered LATE (see below) if it is not made-up within the following timeframes:

- Students who are absent *only the day before* a previously announced assignment or test, will be expected to turn in the assignment or take the test upon their return (the day for which it was scheduled).
- Students who are absent *the day* an assignment or test is scheduled, will be expected to turn in the assignment or take the test within the number of school days equal to their absence after they return.

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## Hall Passes

Students should visit restrooms and lockers before school, between classes, at lunch, and after school. For emergency situations, students should ask the teacher for permission and must use a hall pass. **YOU ARE NOT ALLOWED IN THE HALL DURING CLASS WITHOUT A PASS.** When you enter/leave the room during class, you must sign in/out. Students will not be allowed to leave the classroom during the first 10 minutes or last 10 minutes of class.

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## Logging on to Butler Tech Computers

You are able to log in to Butler Tech computers (like the ones in this room) using either your Northwest or your Butler Tech accounts. HOWEVER, if you want to be able to fully use the internet and search engines you will need to log in using your Butler Tech credentials!

- Butler Tech Accounts: I will provide you with a card showing your BT email (something like john.doe1234@butlertech.org) and password (the default is Butlertech1).
- Northwest Accounts: You will use your regular user name but add “@nwlsd.priv” at the end of it (something like doej@nwlsd.priv); your password is your student ID number.

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## District Computer & Internet Use

We are fortunate to have a great deal of instructional technology available for use in our classroom. The use of this technology, including desktop and laptop computers with internet access, is a privilege not a right. Students are responsible for following the teacher’s directions on appropriate use of the computers during class. Playing games and visiting inappropriate websites (including social networking sites) is never allowed. Students are expected to be familiar with and observe all technology-related rules outlined in the 2020/21 Student Handbook.

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## Listening to Music on the Computer

Students will NOT be allowed to listen to music on the computers UNLESS the teacher *specifically* gives the class permission. This is a privilege, not a right – do not abuse the privilege.

We will always start class with a discussion about the question of the day. Therefore, **you should never put headphones on at the beginning of class (even around your neck). After that, please ask before listening!**

On days that the class is allowed to listen to music, you may only listen to music in the background on the computers (**full screen videos will NOT be allowed at any time**). If you are spending too much time looking for music to listen to, you will be blocked from music for the rest of the day. No other electronic devices may be used to listen to music under any circumstances. If a student violates this policy, the entire class will be banned from music for five days. Other disciplinary measures may also apply.



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**Student Contract**

I, \_\_\_\_\_, have read and understand the classroom rules for  
Student Name  
the 2020/21 Financial Services program. I agree to follow the classroom rules and understand the consequences for choosing not to abide by these rules.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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Maintaining open lines of communication between the school and home is essential. Parents can count on hearing from me throughout the school year to let them know how their children are doing in the program. Please let me know how you would prefer to be contacted.

Parent Contact Information:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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**Attention Parents**

The course fee of **\$30** for this class must be paid within the first few weeks of school. Cash or checks are accepted; please make your check out to BUTLER TECH – not Northwest). A receipt will be provided. Unfortunately, there are no fee waivers available for Butler Tech courses so all students will be required to pay this fee. Please let me know if you will need a little longer to pay and we will figure something out. Thank you!

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**Please sign and return this agreement to me no later than  
Friday, September 25, 2020**

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