

# Financial Foundations

A Butler Tech Business Course



elcome to FiFo! Financial Foundations is a year-long course that provides students with an introduction to the exciting world of finance. Students investigate the business environment, our economy, money management, and business law in a fast-paced, interactive atmosphere. Students explore micro- and macro-economics through hands-on projects that put these ideas into practice. Students learn how to budget their money, save and invest, protect themselves with insurance, and use credit wisely. And students learn how to navigate the legal system and contract law. Students also develop computer skills in Microsoft Word, Excel, PowerPoint, Publisher, and Photoshop. This class is designed as an introduction to finance for freshmen and sophomores (but any students are welcome to sign up). Financial Foundations meets during bell 7.

There will be leadership and social opportunities offered through our student organization, Business Professionals of America (or BPA for short). There will be parties, fundraisers, competitions, and more! Start thinking about whether you may want to run for BPA office this year and have a more active voice in our chapter. I encourage you to make the most of your time in FiFo and BPA!

I'm glad that you decided to sign up for the class ... I think you're really going to enjoy it.

Sincerely,



Mr. Peter Clark  
Financial Services Instructor

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## Program Curriculum

This course will provide you with a broad overview of finance. We will spend time learning about all of the topics shown below in a fast-paced, interactive environment.

YEAR-LONG COURSE – 2021/22			
1 HIGH SCHOOL CREDIT			
<u>BUSINESS ENVIRONMENT</u> Economic Reasoning Competitive Markets Market Economy	<u>OUR ECONOMY</u> Roles of Government Economic Measures The Global Economy	<u>MONEY MANAGEMENT</u> Earning Money & Budgeting Saving & Investing Credit & Insurance	<u>BUSINESS LAW</u> Law, Ethics, and the Courts Contract Law I Contract Law II



As you know, the school district has partnered with Butler Tech to deliver all of the school's business classes, including Financial Foundations. 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 2021/22 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 7:00am 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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## Food & Drinks

Food and drinks are NOT permitted in the classroom without permission. This includes candy, lunch bags, water bottles, thermos containers, plastic pop containers, etc. Bringing drinks or food into the classroom, without permission, will result in an automatic teacher detention.

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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 2021/22 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  
Student Name  
for the 2021/22 Financial Foundations course. 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 **\$24** for this class must be paid within the first two 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 longer any 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  
Thursday, September 9, 2021**

Mr. Peter Clark  
Business Instructor  
Northwest High School – Room 317  
10761 Pippin Road, Cincinnati, OH 45231

(513) 742-7134 office    (513) 410-2080 cell  
clarkpv@butlertech.org  
pclark@nwlsd.org

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**BUTLER TECHNOLOGY AND CAREER DEVELOPMENT SCHOOLS  
PERMISSION TO PHOTOGRAPH/VIDEOTAPE  
RELEASE TO UTILIZE**

NORTHWEST LOCAL SCHOOL DISTRICT  
Northwest High School

We recognize the value of audio-visual and other types of electronic communication in providing our child with an effective education and hereby grant permission for our child and/or his/her schoolwork products to be photographed or videotaped as part of an educational program produced by Butler Tech or coalition of districts.

We further grant permission for the photographs or videotapes of our child to be used in media presentations/press releases made available through a cable television station or network, newspaper, or the internet. We understand that our child's image, name, work product, school, and grade may be revealed in the presentation(s) but that no other information about our child or his/her schoolwork will be revealed without our prior consent.

Student Name (please print)

\_\_\_\_\_

Signature of Parent(s) /Guardians(s)

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Telephone (Work) \_\_\_\_\_

It is the policy of Butler Tech that no student shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics.



## 2021-22 Emergency Medical Authorization

This form can be used for all BPA Field Trips during the 2021-22 school year

Student Name _____	Date of Birth _____		
Student ID # _____	Grade _____	Homeroom _____	Home Telephone Number _____
Student Address _____	City _____	State _____	Zip code _____

Student lives with    Mother    Father    Both    Guardian    Foster (Check one)

PURPOSE: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under the school's authority, when parents or guardians cannot be reached.

**Residential Parent/Guardian Information**

Parent/Guardian Name _____	Daytime Phone _____	Alternate # _____	
Other Parent Name _____	Daytime Phone _____	Alternate # _____	
Address (if different than student) _____			
Other Emergency Contacts _____	Daytime Phone _____	Alternate # _____	
Relationship to student _____	Daytime Phone _____	Alternate # _____	

**Name of Childcare Provider**

Name _____	Relationship _____
Address _____	Phone _____

**EMERGENCY MEDICAL AUTHORIZATION**

\*\*\*\*\* PART I OR PART II MUST BE COMPLETED AND SIGNED\*\*\*\*\*

**PART I MUST BE COMPLETED TO GRANT CONSENT: I hereby give consent for the following medical care providers/local hospital to be called**

Doctor's Name _____	Phone Number _____
Dentist's Name _____	Phone Number _____
Local Hospital _____	Phone Number _____

In the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above-named doctor, or in the event the designated preferred practitioner is not available, by another licensed physician or dentist, and (2) the transfer of the child to any hospital reasonably accessible.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Facts concerning the child's medical history including allergies, medications being taken, and any physical impairments to which a physician should be alerted.

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

**PART II - REFUSAL TO CONSENT DO NOT COMPLETE PART II IF YOU COMPLETED PART I**

I **DO NOT** give my consent for emergency medical treatment of my child. In the event of illness or injury requiring emergency treatment, I wish the school authorities to take the following action.

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_