

Accounting I Honors & Accounting II Honors

Mrs. Abel



CONTACT INFORMATION

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7th Period Conference

COURSE GOALS

All Business Education courses at KHS provide an intensive study of a variety of business related topics such as: business practices, keyboarding skills, financial responsibility, management, career development, etc. While each course will have its specific differences, all will challenge the students to become more knowledgeable and better decision makers in the highly competitive business world.

GUIDELINES FOR SUCCESS THROUGH PROFESSIONALISM

Professionalism includes the following 10 areas: trust, respect, integrity, responsibility, work ethic, honesty, dependability, teamwork, attitude, and initiative.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS - All school rules will be followed as explained in the student handbook and re-enforced in the class assemblies including dress code, unexcused absences, etc.

ABSENCES AND MAKE-UP WORK

If a student is absent, he or she must get make-up work BEFORE/AFTER school or during One Lunch Tutoring. It is inappropriate to come to the regularly scheduled class period after being absent and ask the teacher for work. When a student misses class time, he or she must make up that class time before or after school. Students will not disrupt the learning environment because of an absence. Also note: If a student is absent the day an assignment is due, the student must turn in the assignment when he or she returns to class to receive full credit.

LATE WORK

Late work will be accepted 5 days after the due date with a penalty of 20 points per day.

RESTROOM BREAKS

Each student is expected to arrive to class on time and stay in the classroom for at least the first 10 minutes or through instructions should that take longer. A student is not permitted to leave the class without permission and a pass. Students will not be allowed to leave the last 10 minutes of class.

BASIC CLASSROOM PROCEDURES

Entering the class. Once you enter into the classroom, you should be in learning mode. Sign in on the roster at the front of the classroom, sit in your assigned seat, and begin warm-up assignment on the website. If you want to chat with your friends, you may do this in the hallway - not in the classroom. When you enter the classroom, it is time to begin learning.

Exiting the class. The bell does not dismiss the class; I do. When the classroom is picked up and nothing on the floor, I will dismiss you. If class is finished early, you will remain in your seat. There will be no crowding around the doorway!!!

Daily Assignments - All daily assignments can be found on my website

Turning in assignments - All assignments will be turned in electronically. Returning assignments - Most assignments will be graded electronically and feedback will be given electronically.

Tardy for Class - All students tardy to class will be sent to the nearest operation start on time station. Consequences will be applied per the student handbook.

PLAGIARISM AND CHEATING

Plagiarism and cheating will not be tolerated in my class. If a student is caught plagiarizing or cheating, the student will receive a zero for the assignment. Discipline referrals will also be given to students that are caught cheating or plagiarizing.

GRADING POLICY

The grading scale:

70% TESTS, MAJOR PAPERS, PROJECTS

30% HOMEWORK, QUIZZES, DAILY ASSIGNMENTS

This grading scale makes every assignment important to your average!! Also note that there will be at least three test grades per six weeks. Grades are entered into eschool weekly. If there is a question or an issue with a grade students or parents may contact me via email to discuss.

TUTORING

I strongly encourage all of my students to attend tutoring if they do not understand a concept, have missed school, or are falling behind. Please see tutoring schedule for available times.

WEBSITE

My website is available through the Kingwood High School website and has my contact information posted. Also, some assignments may require you to have access to the Internet and my website. Please make sure you have access to the Internet.

COMPUTERS AND PRINTERS

Students are not allowed to print or research assignments for any other class during class time. Students will be required to print some assignments for this class during class time. This means that students are not allowed to come to class when a paper is due and ask to print it.

CELL PHONES

For 2016-2017 cell phones are permitted in all areas of the building including classrooms for educational use **with teacher permission**. **On review days and on test days phones will not be allowed during class time.**