August 12, 2016

Dear Parents,

Welcome! It’s a great pleasure to be your child’s Introduction to Business and Marketing teacher this school year. I am looking forward to having a productive year and I believe you and I together can work to empower and equip your child to realize his or her career potentials, thus preparing them for the challenges ahead in the twenty-first century.

Students are encouraged to participate as an active member of Future Business Leaders of America (FBLA). This is a professional organization for business students. The purpose of FBLA is to prepare students for careers in business, entrepreneurial, or business-related fields. This organization prepares students for employment by promoting competent, aggressive business leadership, increasing understanding of American free enterprise, establishing career goals, encouraging scholarship, promoting efficient money management, and developing character and self-confidence. The activities encourage career development, civic service, economic education, community involvement and business advocacy. We encourage all business students to join FBLA. Not only do we encourage joining FBLA because it is a great organization offering experiences that will benefit students in their college and/or professional careers, but also because the fundamentals of this organization are integrated into the business classroom. The dues to join this organization are $30 and include local, state, and national dues.

**Supplies** and fees for the class include:

1. Pens or Pencils
2. Paper
3. 1” three ring binder or folder (optional)

**Grades -** Grades will be determined by daily assignments, class participation, quizzes, tests, and comprehensive projects. Grades will be based on total points.

**Grading Scale**

93 – 100 A

85 – 92 B

75 – 84 C

70 – 74 D

Below 70 F

**Classroom Discipline Plan**

These are the classroom policies and procedures. These policies and procedures will be in effect at all times:

## Conduct and Participation

1. **Conduct grades will be given each grading period**. An unsatisfactory conduct grade will result from a student being off task, being late to class, sleeping in class, neglecting to bring book or necessary supplies, or disrupting the classroom in any way. Persistent negative behavior will result in an N or U conduct grade.

#### Policies

1. Strictly adhere to the AHS Honor Code

2. Take care of **restroom** and water needs **before or after class.**

1. Permission to go to your locker during class will not be given.
2. In the classroom: no chewing, eating, grooming.
3. Turn in work ontime**.**
4. Follow all Arlington Community Schools and Arlington High School rules including the Internet usage policy and **NO** personal electronic devises, including but not limited to cell phones and iPods. (Calculators are allowed)

## Procedures

1. Enter the classroom quietly before the bell rings and proceed to your assigned seat.
2. Begin the bell work activity on the board.
3. Be prepared, bring materials to class
4. Keep hands, feet, and objects to yourself
5. Respect your teacher, classmates, and classroom
6. Follow directions as we proceed through the day’s lesson.
7. Work quietly and independently
8. Use positive language and conduct during the class period.
9. The teacher dismisses class, not the bell

# Consequences

1. Verbal warning
2. Student - teacher conference
3. Phone call or e-mail home to parents
4. After school detention
5. Disciplinary form to office

# Rewards

Students who behave appropriately will be supported with verbal reinforcement and positive

e-mails home.

## Syllabus

**First Nine Weeks**

Chapter 2 – Economic Resources and Systems

Chapter 3 – Economic Activity in a Changing World

Chapter 5 – Entrepreneurship and Small Business

Chapter 6 – Business Ownership and Operations

Chapter 8 – Leadership in Management

1st quarter writing assignment

Chapter 12 – Money and Financial Institutions

**Second Nine Weeks**

Chapter 13 – Marketing in Today’s World

Chapter 14 – Advertising

Chapter 17 – Managing Business Finances

Chapter 20 – Career Planning

Chapter 28 – Managing Personal Finances

Semester Exam

The Tennessee state standards for this class can be found at:

https://tn.gov/assets/entities/education/attachments/cte\_std\_intro\_business\_marketing.pdf

Enclosed with this letter is my classroom packet that includes forms that need to be signed or initialed by you and your child, returned to me as your child’s first orientation grades. Please read all of the forms carefully, they explain many of my expectations for your child in my class. Please read and discuss the contents of this site with your child.

Forms To digitally signed:

* AHS Honor Code
* Publicity and Website Permission
* Safety Contract
* Syllabus acknowledgement

The best way to contact me is through e-mail. If students need extra help, I am available by request before school and during STRIPES. I’m looking forward to an exciting, productive year and working with you and your child.

Very Truly Yours,

Karen Cichocki

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