

SPRUCE CREEK HIGH SCHOOL  
POLICIES AND PROCEDURES

FINANCIAL ACCOUNTING

Supplies Needed

- ❖ \$25 Lab Fee (includes new Green AOF Shirt)

Grades

- ❖ Grades will be determined using a point system.
- ❖ Class work along with tests is assigned point values.
- ❖ A record of all points will be posted on Pinnacle. It will be the student's responsibility to check Pinnacle and make-up all work in a timely manner.
- ❖ Current assignments will take precedence for posting over make-up work.
- ❖ If the assignment is late it will not be given full credit.
- ❖ The district grading scale will be used.

Professional Dress Day	20 points
Academy Shirt Dress Day	10 points
Aplia Online Working Papers	points
Tests	points

**Class Rules**

- ❖ You are expected to be in your seat when the tardy bell rings.
- ❖ Notebook with pocket, loose-leaf notebook paper, **PENCIL** and pen with you daily.
- ❖ Students do not need to ask permission to throw away trash, to get a tissue or to sharpen pencils. Please use common sense and be respectful as to when you do these activities!
- ❖ Please do not interrupt lecture/instruction time to ask to go to the restroom!
- ❖ All chairs are to be pushed in and computer keyboards on the CPU each day as you leave the classroom.
- ❖ On the 3<sup>rd</sup> Tardy I will contact your parents, on the 4<sup>th</sup> tardy you will be assigned a lunch detention on the 5<sup>th</sup> Tardy and every tardy thereafter you will be given either a referral or a detention to be served in my classroom.

Computer Usage

- ❖ Settings for computer desktop, screen savers, etc. are to remain as set by teacher
- ❖ Computer use is for designated class activities – no other coursework, games, research, etc. is to be done during class time. See me if you need to come in before school or at lunch to work on something.
- ❖ There will be a fee for any outside printing done in my class.

Dress Code

- ❖ Students are expected to follow the school dress code – violations will be referred to the Dean's Office.

- ❖ 1<sup>st</sup> Wednesday of each month Professional Dress
- ❖ 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> (if one) Wednesday of each month Academy Casual Dress (AOF shirts and Khakis).

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>Please cut off and return<

This is to verify that I have read the CLASSROOM POLICIES AND PROCEDURES sheet for Mrs. Harm's class and that Mrs. Harms has reviewed the contents with me.

I understand and agree to observe all policies and rules stated in the Spruce Creek High School Student Handbook as well as the CLASSROOM POLICIES AND PROCEDURES for Mrs. Harm's class.

Students Printed Name \_\_\_\_\_

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parents/Guardians,**

Please feel free to contact me at any time if you have any questions or concerns about this class, these CLASSROOM POLICIES AND PROCEDURES, or your child's education. You may contact me at 322-6272 ext.37778 or email me at [jlharms@volusia.k12.fl.us](mailto:jlharms@volusia.k12.fl.us).

This is to verify that I have read the CLASSROOM POLICIES AND RULES handout for Mrs. Harm's class.

I understand that my child has signed this document to indicate agreement to observe all policies and rules stated in the Spruce Creek High School Student Handbook as well as the CLASSROOM POLICIES AND RULES for Mrs. Harm's class.

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

Contact Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Supply List (pick one)**

Paper Towels

Clorox Wipes

Kleenex

Hand Sanitizer

Windex Wipes

## Financial Accounting Course Breakdown

### 1st Nine Weeks

- A. Course Overview
- B. Guidelines/Rules
- C. Gold Seal Scholarship
- D. Chapter 1 Starting a Proprietorship
- E. Chapter 2 Analyzing Transactions into Debit and Credit Parts
- F. Chapter 3 Journalizing Transactions

### 2nd nine weeks

- G. Chapter 4 Posting to a General Ledger
- H. Chapter 5 Cash Control Systems
- I. Chapter 6 Work Sheet for a Business
- J. Chapter 7 Financial statements for a Proprietorship

### 3rd Nine weeks

- K. Chapter 8 Recording Adjusting and Closing Entries
- L. Chapter 9 Journalizing Purchases and Cash Payments
- M. Chapter 10 Journalizing Sales and Cash Receipts
- N. Chapter 11 Posting to General and Subsidiary Ledgers

### 4<sup>th</sup> Nine Weeks

- O. Chapter 12 Preparing Payroll Records
- P. Chapter 13 Payroll Accounting, Taxes and Reports
- Q. Chapter 14 Distributing Dividends