

**Financial Planning**  
Class Guidelines/Course Outline  
2011-12

Mrs. Holloway

Business Lab B-18

**Supplies Needed**

- \$5 Lab fee includes printing paper and flash drive

**Class Rules**

- Students should be in their desks when the bell rings.
- On the 3<sup>rd</sup> tardy to class, parental contact will be made. Upon the 4th tardy and every tardy after, students will be given either a referral or a detention to be served in my classroom during lunch or after school.
- Students are not allowed to wait at the door for ending bell.
- 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 these activities are appropriate. (i.e. not during lectures or group presentations)
- Do not use recycling bins for anything other than paper- trash cans are available for all other forms of garbage.
- Students must be quiet during daily pa announcements.
- When leaving the classroom for the day, please push chairs under desks and return books to proper storage area.

**Eating in the Classroom**

*Small* snacks and gum are welcome on the following conditions:

1. All wrappers and trash associated with food are thrown away when finished (trash can, not recycling bin).
2. You are actively participating in class. In other words, eating is not replacing learning!
3. Food should be a small snack, not a full fledged meal. Meals should be eaten during lunch, not in class.
4. Eating/drinking should be done quietly and with manners.
5. When discarding gum – please make sure it is done so properly – in the trash can!

Trash left in the classroom will result in the **ENTIRE** class losing snacking privileges.

**Computer Usage**

- Please adhere to all rules of the internet contract
- 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 Mrs. Holloway to come before or after school or during lunch for other assignments.
- There will be a fee for any outside assignments printed in my classroom.
- When leaving class for the day, please close out of all activities, return to desktop, place mouse & keyboard on CPU and push your chair in under the desk.

**Cell Phone Usage**

- The Volusia County Schools' policy for cell phone usage will be enforced. A warning will be issued with first violation. On the second violation, students will be asked to place the cell phone on my desk until the end of the period. Parental contact will be made.

**Makeup work**

- All assignments are expected to be turned in on the appropriate due date. You are responsible for turning in all assignments due that day when checking in or out of school and absent, unless there are extenuating circumstances as determined by the administration. Please inform me if you know in advance that you will be out of school.
- It is student responsibility to ask teacher for makeup work. Make up work will be accepted up to one week upon return to school.
- No work will be accepted beyond two weeks after the due date except with verified excused absence.
- Grades will be posted on Pinnacle. Current assignments take precedence for posting over makeup work. Makeup work will be posted when time is available to teacher.

**Dress Code/Professional Dress**

- Students are expected to follow school dress code – questionable attire and/or violations will be referred to the Dean's Office.
- AOF Students are expected to dress professionally on the 1<sup>st</sup> Wednesday of each month.
- On the 2<sup>nd</sup> and 3<sup>rd</sup> Wednesdays of each month, students should dress in AOF Business Casual.
- On the 4<sup>th</sup>, and 5<sup>th</sup>(when applicable), students will dress in AOF T-shirts.

**Grading Procedures**

The district grading scale will be used. Your grades will be determined using a point system, which is as follows:

|                           |  |
|---------------------------|--|
| Professional Dress Day    | 20 points per day                                    |
| Business Casual Dress Day | 10 points per day                                    |
| Written/Oral Reports      | 200 - 300 points per report based on size of project |
| Quizzes/Tests             | up to 100 points per test                            |
| Homework & Class work     | varied points per assignment                         |

All points earned by you will be totaled and matched to percentage range from total points available. For example: A student has a total of 972 earned points out of 1080 total points. That falls within the 90 –100% range and would be an “A”. A student earning 864 points out of 1080 total points would have a “B”.

**Academic Dishonesty**

- Cheating will not be tolerated. Copying work and looking on another person’s test paper are two forms of cheating. I will take up your work as well as the other person’s and both will get a zero on the assignment.
- Consequences for academic dishonesty include a zero on the assignment, notification of your parents, a report to your file. Second offenses are an administrative matter.
- This is to verify that I have read the CLASSROOM POLICIES AND PROCEDURES sheet for Mrs. Holloway’s class and that Mrs. Holloway has reviewed the contents with me.

**>>~Please cut off and return~<<**

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. Holloway’s class.

Student’s Printed Name \_\_\_\_\_

Student’s 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 x 37826 or email me at [lfhollow@volusia.k12.fl.s](mailto:lfhollow@volusia.k12.fl.s).

This is to verify that I have read the CLASSROOM POLICIES AND RULES document (posted as a document on <http://www.sprucecreekhigh.com/AOF/classes.htm>) for Mrs. Holloway’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. Holloway’s class.

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

Contact Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

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Parent Email address: \_\_\_\_\_

# Financial Planning

## 1st 9 weeks

- Budgeting
- Savings
- Investing Options

*Projects: College Admissions Possible  
Operation Breakout  
Marketing Yourself  
Wedding Budget Planning*

## 2nd 9 Weeks

- Credit
- Risk Management and Insurance products
- Six Elements of Contracts and Different Types of Contracts

*Projects: My Dream Car  
My Dream House*

## 3rd 9 weeks

- Stock market orientation and review of company stocks
- The financial planning process
- Retirement planning strategies
- Components of a financial plan
- Financial Planning Strategies
- Estate Planning Strategies

*Projects: Fortune 500 Company  
Stock Market Project  
Estate Planning*

## 4th 9 weeks

- The field of financial planning
- The role of a planner: Degrees, credentials, skills
- Entrepreneurship

*Projects: Financial Industry Career Research  
Interview a Business Person  
Create a Business*

## Important Dates To Remember

October TBA    AOF Car Wash

November TBA    AOF Rummage Sale

March 3    AOF Golf Tourney

May TBA    AOF Senior & Parent Banquet

***NY Trip Dates - March 14 -17***