
Business Skills Development (2024-25)

This elective class encourages professionalism, which may look slightly different in various settings although its core elements are always the same. Emphasis will be placed on employability skills such as communication, enthusiasm/attitude, teamwork, networking, and problem-solving/critical thinking. Students will learn and apply safety concepts, explore career opportunities and requirements, practice the skills needed to succeed in the workplace, develop leadership qualities while learning and applying essential computer skills.

Supplies Needed

- Charged laptop - EVERYDAY
- 3-ring notebook or folder
- Pencils (NO PENS ALLOWED)
- Notebook paper
- Colored pencils

Mrs. Williams

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Room 43

Grading

Grades will be determined based on a average system and will consist of a combination of points from *Major Grades* (projects, presentations, unit tests) and *Minor Grades* (class assignments, homework, project and group participation, and quizzes). Points will be deducted each day for late work submission.

Chromebook Policy (School Policy)

All students are required to bring CHARGED CBs to school EVERY DAY.

Lack of preparation consequences:

- 1st Offense - Warning
- 2nd Offense - Parent Contact
- 3rd Offense - Lunch Detention
- 4th Offense - Office Referral

Backpacks

Students will place their backpacks on the countertop in the back of the room upon entering each day. Students are to get their pencil, notebook/paper, and Chromebook and take it to their seat. Students will NOT be allowed to access their backpacks during class because it causes disruptions and delays class instruction and activities.

Absences/Make-Up Work

Students are responsible for checking Google Classroom first when absent to see what they missed before asking the teacher. Any papers or information that is not available on Google Classroom can be provided by the teacher.

Lunch Detention

- Three tardies within a Nine Week Period
- Minor behavior infractions (include but not limited to disruptive behavior, talking, failure to work in class)

Bathroom and Leaving the Classroom Policy

Students have five minutes between classes to get a drink of water, go to the bathroom and get to the next class. This is plenty of time to arrive in class and be ready to begin. You will not be allowed to leave the room unless you are extremely sick or physically unable to stay in class.

Cell Phones

Cell phones are not allowed during school hours and must stay in your backpack unless you are specifically given permission by Mrs. Kimbrell for an activity or special circumstance.

Other Important Information

All assignments and information will be given through Google Classroom.

No food or drinks allowed in the classroom.

YOU are responsible for monitoring your grades and progress.

Professional behavior is expected. The classroom is your workplace.

ACADEMIC HONESTY POLICY

The purpose of this policy is to make students aware of situations that allow some students an unfair advantage over other students and to clarify the procedures to be followed when violations of the policy occur. Hartselle Junior High School wishes to outline what constitutes cheating so that students know their responsibilities:

1. **EXAMINATIONS:** Giving or receiving any form of information concerning a test before, during, or after that test without permission from the instructor is an act of cheating. The work on a test is to be the student's only.
2. **CLASSWORK/HOMEWORK:** Work that is expected to be the student's own should be solely his/hers unless the student credits the source(s) used. Exceptions to this rule are assignments that may be worked on collaboratively; it is the instructor's responsibility to clearly define the circumstances where this practice should be considered appropriate. Copying assignments or allowing assignments to be copied is a violation of the policy.
3. **PLAGIARISM:** Using someone else's work or ideas as your own without crediting the source is a form of cheating. To avoid this, a student should identify the source of the material, words, and ideas, which are not his/her original. Teachers will take responsibility for further explaining plagiarism as it relates to their classes. A student should always consult with a teacher when in doubt. Students may use advanced automated tools like AI or machine learning for assignments **with prior instructor approval**. Without permission, students must complete assignments independently, without significant help from others, including automated tools.
4. **POSSESSION:** Any information, written or electronic, that is in any way related to the material being tested without prior approval from the instructor is considered cheating.

Teachers are to report violations of academic honesty to administration and notify the parent. Consequences for the assignment will be determined by the teacher (no credit awarded; re-do the assignment; take a different make-up test/assignment, etc.). Should any further violation occur, additional consequences (detention or ISI) will be added by the principal and all exam exemptions are forfeited for that semester.

BUSINESS SKILLS DEVELOPMENT STATE CONTENT STANDARDS

Foundational Standards:

1. Incorporate safety procedures in handling, operating, and maintaining tools and machinery; handling materials; utilizing personal protective equipment; maintaining a safe work area; and handling hazardous materials and forces
2. Demonstrate effective workplace and employability skills, including communication, awareness of diversity, positive work ethic, problem-solving, time management, and teamwork.
3. Explore the range of careers available in the field and investigate their educational requirements, and demonstrate job-seeking skills including resume-writing and interviewing.
4. Advocate and practice safe, legal, responsible, and ethical use of information and technology tools specific to the industry pathway.
5. Participate in a Career and Technical Student Organization (CTSO) to increase knowledge and skills and to enhance leadership and teamwork.
6. Discuss and demonstrate ways to value diversity.

Career Exploration

1. Utilize a variety of career awareness and research resources to determine career opportunities.
2. Explore and complete self-assessments that highlight their own work values and aptitudes.
3. Develop a career plan for a specific career.

Business Communication

4. Demonstrate verbal communication, written communication, business etiquette, and interpersonal skills needed in the workplace.
5. Apply conflict management strategies to resolve workplace conflict.
6. Create business communications related to employment.
7. Explain the purpose of a business interview.
 - a. Demonstrate appropriate dress and behavior for an employment interview.

Interpersonal and Professional Growth

8. Identify and describe professional skills that are needed in the workplace.
9. Apply resource management skills.
10. Demonstrate organizational skills for handling important information and materials.
11. Display personal qualities that contribute to effective relationships, professional growth, and career success. (Examples: confidence, enthusiasm, positive attitude, initiative, integrity, willingness to learn, self-discipline, responsibility, ability to work with others, flexibility, open-mindedness)
12. Compare and contrast business and personal ethics.)

Leadership

13. Gather and share information on effective leadership styles and the qualities of a good leader.
 - a. Identify the skills needed for effective leadership.
14. Demonstrate personal traits associated with teamwork and good leadership.
15. Gather and share information on parliamentary procedure and its importance in the workplace.

Digital Citizenship

16. Explain how the use of social media and other technology has the potential to damage one's future career prospects.
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Hartselle Junior High School Classroom Management Plan

Consistent with the HCS Code of Conduct, escalating consequences and interventions will be implemented for the behaviors below. If the student's behavior does not improve with that level consequence, the disciplinary response will escalate to the next level in the chart for the behavior.

Behavior/Code of Conduct Offense	Response Levels/Date of Offense				
	Day-to-Day	Level 1	Level 2	Level 3	Level 4
1.01 Excessive Distraction: obstructs the teaching or learning process of others.	*	*	*		
2.19 Disorderly Conduct: intentionally disrupts, disturbs, or interferes with the teaching of students or disturbs the peace, order, or discipline of school.			*	*	
2.01 Defiance of Authority: willfully disobeyed an education employee.		*	*	*	
2.16 Directing obscene or profane language to a school board employee.			*	*	
2.09 Harassment, threats, extortion: threatened, abused, intimidated, or attempted to intimidate an education employee or another student.			*(another student only)	*(another student or employee)	*

Interventions/Consequences

Day-to-Day Verbal warning, parent phone call or email, name/issue recorded in class (2)
 Level 1 Lunch Detention, parent/guardian contact
 Level 2,3,4 Administration will be involved, behavior reflection document, ISI, repair harm