SOUTH JORDAN MIDDLE SCHOOL

2020-21 - Business Office Specialist Disclosure Addendum

Teacher: **Mr. Talley** **Email Address:** Jason.talley@jordandistrict.org

Course Description:
This one-semester course applies advanced concepts using word processing, spreadsheets, and electronic presentation software. Students have the opportunity to obtain Microsoft Office Specialist industry certificate(s) through Microsoft and Certiport.

Materials Needed:
Headphones with an audio jack (no Bluetooth), lined paper, a folder and something to write with!

Grading Procedures:
- **Assessments ....80% of total grade**
- **Practice ....20% of total grade**

Students will have until mid-term to turn in any practice assignments or assessments from the first half of the quarter. They will then have until a week before the end of the quarter to turn in practice assignments or assessments from the second half of the quarter. If a student is absent the day of the exam, they must make arrangements with the teacher the day they return from the unexpected absence. Students missing class because of vacation must make up work prior to the absence.

Teacher Availability:
Mr. Talley will be available to help students 30 minutes before and after school, during PROWL time on Tuesdays, as well as during the four sessions on Fridays (see SOJO's website for the Friday schedule). Friday sessions can be held either at school or virtually utilizing Zoom. In order to plan according, please schedule an appointment.

Class Rules and Procedures:
No food, drink or gum will be allowed in the classroom/computer lab with the exception of water bottles with sealed lids. Cell phones are to be put away unless specified otherwise. If a cell phone is seen out, the student will be given a verbal warning. If the problem persists, the cell phone will be sent to the attendance office and a parent or guardian will need to pick it up.

Citizenship:

All students will start with a satisfactory (S) grade. Honors grades will be given to those students who go above and beyond in demonstrating the following PROWL attributes: Prepared, Respectful, On-time, Winning Attitude, Listen and Learn. Rewards for following this code are personal integrity and messages to parents/guardians. Consequences for not following this code are:

        1. A nonverbal warning
        2. Verbal warning
        3. Seat change
        4. Send out to the hall and contact home
        5. Send to office/refer to Administrators

Student attendance will be factored into their citizenship grade based on the table below:

Snow Leopards on the P.R.O.W.L.

	H Honors	S Satisfactory	N Needs Improvement	U* Unsatisfactory
Prepared	Comes to class with necessary books and materials	Generally comes to class with necessary books and materials	Has to be reminded frequently to bring necessary books and materials	Rarely comes to class with necessary books and materials
Respectful	Follows class rules without being reminded	Generally follows Class rules	Has to be reminded frequently about class rules	Does not follow class rules
On Time	0 - 1 Tardy	2 Tardies	3 - 4 Tardies	5 or more Tardies or a Sluff
Winning Attitude	Strives to do his/her best	Generally strives to do his/her best	Has to be reminded to stay on task	Rarely puts forth his/her best effort
Listens and Learns	Pays attention and actively participates in classroom discussion	Pays attention and talks when appropriate	Talks and does not follow what is supposed to be done in class	Continually interrupts and talks during class

*Cheating and plagiarism may result in an automatic U.

Curriculum Related Media:

Movies will only be used to support learning material and state curriculum. The following movies may be shown, in full or in part, to support the curriculum: Ferdinand, Hugo, Second Hand Lions, The Sandlot, and Wonder. Jordan School District policy requires advance notice before showing these movies. If you would like your student to be given an alternate assignment, contact Mr. Talley within one week of the semester start-date.