**Aviation Business and Management Syllabus and Welcome Letter**

Academic Support Checklist

□Encourage your student to talk to their teachers weekly in order to stay current with school work and get extra help if needed.

□ Check your student’s grades and communicate with teachers using the ParentVue app.

□ Contact me with any questions or concerns you may have.

□Designate a time and quiet space at home/library/other area for your student to work on school assignments.

Dear Students and Family Members,

I am pleased to have you as a member of the Raisbeck Aviation High School learning community. I am dedicated to the school’s mission of creating a personalized, rigorous and relevant learning community engaging in project-based learning. To this end we will be engaging with material beyond the classroom walls. I highly encourage you to discuss issues you think are important with your student as well as discuss with your student issues we deal with in class. If you are connected with aviation as an industry or passion, I would greatly appreciate access to your expertise in our classroom and encourage you to reach out to me.

I want to encourage communication between home and school. Please do not hesitate to contact me by phone, email or classroom visit. Se habla Español.

**Contact Information**

**Email: Rose.Johnson@highlineschools.org**

**Phone: (206) 631-7245**

**Room :# 3160**

I highly value community input in school and I encourage and invite you to contact me if you have a project or idea for learning opportunities within the community.

If you would like to receive class information, reminders and other teacher communication for your student, please download the Synergy Parent Vue School Messenger app.

I am available after school Wednesdays until 4:00pm for you or your student to see me with questions, concerns or just to say hi!

Sincerely,

Frances Rose Johnson

Students will work both independently and collaboratively to explore various aspects of business and industry including case studies to understand what makes a business successful and adaptable. This semester long course will culminate in student presentations of their own business plan.

**Student Expectations:**

I work hard to create a meaningful and engaging classroom, but students are required to be highly involved in their educational experience and take responsibility for their learning. The best learning happens when students are active, not passive, have solid goals and are internally motivated. Talk with your student to identify why education is important to them and you. I expect students to work hard, actively participate in class discussions and projects as well as work collaboratively with other students, community members and teachers.

**Course Components:**

We will be using the 21st century skills (Communication, Creativity, Critical Thinking and Collaboration) to guide our work and to develop and build the skills necessary in the world of work and careers. Students will learn about themselves, career options, pathways and life skills such as budgeting, communication and problem solving. To learn more about 21st century skills, please visit the following website:

http://static.battelleforkids.org/documents/p21/P21\_Framework\_DefinitionsBFK.pdf

**Homework & Canvas**:

Typically, homework consists of work not completed in class or work that needs to be done to keep with project deadlines. All assignments are posted on Canvas. Ask your student to log on so you can see current and past work there.

If your student does not have classwork to finish at home, they should research college and career opportunities and/or interview adults about their work and career experiences.

**Grading:** Grades will be given using the standards based grading model. Each grade reflects a student’s mastery of skills. You can expect student grades to be lower at the beginning of the semester and increase as they gain skills.

Grading Scale:

|  |  |  |
| --- | --- | --- |
| **Range** | **Letter Grade** | **Details** |
| **3.4-4.0**  **Exceeding Standards** | **A** | Student has demonstrated mastery of the skill and has exceeded standard. |
| **2.7-3.39**  **Meeting Standards** | **B** | Student has met the standard and has shown they are ready to move forward. |
| **1.6-2.69**  **Approaching Standards** | **C** | While student has not met or exceeded standard, they have shown some basic understanding of the knowledge of skill.  Reassessment is encouraged to demonstrate meeting standard. |
| **Below 1.59** | **NC** | Insufficient work submitted for evaluation, no credit. |

Students will be given the opportunity to demonstrate proficiency in the following means:

Daily Work, Projects and Assessments (tests) and Participation. Effort is a significant component of standards based grading. If a student does not met standards, they can put forth the effort to revise work until they can demonstrate mastery.

Cheating will not be tolerated. If a student is caught cheating or plagiarizing work in any way, they will receive, at a minimum, a zero for the assignment with no opportunity to make up the work. Repeat or egregious offenses will be reported to administration for further action.

**Cheating includes:**

* copying or allowing to be copied assignments that will be turned in as one’s own work.
* writing or accessing unauthorized notes.
* texting or otherwise communicating during individual testing.
* turning in material written or designed by someone else without giving credit (source citation).

**Late, missing or revised work policy:**

Late or missing work can be made up with no penalty. Work will only be accepted within the same grading period in which it was assigned. Occasionally there will be assignments with a strict due date. If the work is not turned in on time, there will be a maximum possible grade for work in this category of 3.

Most work (except participation and some interactive assignments) can be revised for a higher grade. Any revised work must be accompanied by the original work as well as an explanation of changes made. Resubmitted work without documentation will not be regraded.

It is the student’s responsibility to request missing work outside of regular classroom hours (before or after school). If your student will be missing days and you would like paper copies of work for them, please email or call me and I will send it to you or leave in office for pickup.

Each student will receive a calendar for each unit. The calendar includes specific standards addressed and major assignments including due dates. Ask your student to see it on a regular basis to support their high grades.

**Classroom Code of Conduct:**

Generally students, teachers and visitors are expected to conduct themselves in ways that does not interfere with instruction or with others’ ability to learn. The following classroom rules are designed to create a positive learning environment filled with empowered citizens.

**Always Try.**

**Do your best.**

**Cooperate and actively help others.**

**Treat others with respect.**

**Manage yourself.**

**Respect the property and Rights of others.**

Discipline Plan: Any behavior that interferes with a safe environment and a student’s ability to learn or mine to teach will be subject to consequences.

* 1st problem: verbal warning
* 2nd time: consequence (5 min detention, move seat, etc)
* 3rd time/refusal of consequence: referral and call home

Severe/repeated disruptions: immediately leave room, student reflection OR to main office.

Excessive tardiness. Students are expected to be in the classroom on time and ready to learn. Excessive tardiness may require the student to make up missing class work after school. I will be available Wednesdays afterschool every week to allow for students to make up missed work.

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**Signature Sheet to turn in!!!!!!!!!!!!!**

Please read this syllabus with your parent/guardian. You and they will sign below. Your signature indicates you have read the syllabus and understand every part of it. You agree to the code of conduct and will strive to exceed each expectation therein.

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Student printed name Student signature

Parents/Guardians:

What are your goals for your student this year in Aviation Business? Is there anything you would like me to know about your student? Please leave me a note here or call/email me. Thank You!

Please read the syllabus with your student and sign below to indicate you have read and understood the information. Please also provide contact information so that I can give you updates on your student’s progress.

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Parent or Guardian’s name Parent or Guardian’s signature

Parent/Guardian’s contact information:

(phone): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I prefer teachers contact me by (circle one): phone email text no preference

Interpreter needed? Yes/No Language(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_