**Papillion-La Vista High School**

Business and Personal Law Syllabus

Mr. Shaun Young

Business Department

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402-898-0400

Room 413A

**Course Overview:** This is a one-semester course in which students will gain an understanding of the basics of both business and personal law. Students will be exposed to and develop and understanding of:

* Origins of ethics and law
* The different parts of the United States’ legal system from the local through federal levels
* How to differentiate between civil and criminal offenses and how the trial procedures vary for each
* Contracts – how they are formed, made valid/invalid, changed, and remedies for breaches
* Family law including marriage and divorce law, as well as estate law and estate planning

**Contact:** The best way to reach me is via email. I will do my best to respond within a 24-hour period. Students and parents can always schedule a time to meet with me before or after school in room 413A. Please feel free to schedule a time to visit!

**Classroom Policies and Procedures:**

1. **Food** will be allowed only if students are respectful and clean, taking care to clean up/discard any crumbs and wrappers. Loud food/wrappers will be allowed at my discretion. **Drinks** will be allowed if, and only if, they have a covered top.
2. **Be on time!** The tardy policy will be enforced in this class. If you are not in the room when the bell is done ringing, you are tardy. If you are late because of another teacher or administrator, make sure you get a pass from them. When the bell rings, quietly sit in your seat and get ready to start class.
	1. **Tardy Policy:**
		1. 1st and 2nd tardy = Warning
		2. 3rd and 4th tardy = Teacher intervention and Parent contact
		3. 5th plus = Administrative referral

The tardy count will be adjusted at my discretion. For example, if a student receives their first and second tardy in September and does not get a third tardy until December, parent contact/teacher intervention will not be warranted.

1. **Cell Phone (Electronic Devices) Policy:** If you choose to bring your cell phone into this classroom, you will need to turn it off/turn it to silent and place your phone face down on your desk. The ONLY time I will allow you to use your cell phone will be when you are working on an assignment (day-to-day basis) and you want to listen to music (you ARE allowed to use ear buds when the time is appropriate). If you start to abuse your cell phone privileges, I will collect it and put it on my desk for the hour or turn it into your administrator. You will know when you can and when you can’t use your phones. Be smart about it, please!
2. **Passes: No planner, no pass!** You need to have your planner with you if you would like to go to the restroom, office, another classroom, etc. Administrators are the only staff members who can send students to their cars. Only ask to leave the room for emergencies, please!
	1. **Restroom breaks:** Only one student may leave the classroom at a time to use the restroom. Students may not use the restroom during instruction. If a student is thought to be abusing their restroom privileges, teacher intervention will take place to discuss the issue.
	2. **Emergencies:** If a student is feeling like they are about to be sick or otherwise needs to immediately use the restroom, they may leave the room without waiting for permission, regardless of what is taking place in class. Note that this exception is for *emergencies* only and that any student found to be abusing this will receive teacher intervention and possible parent contact/administrative referral. Please let the teacher know why you are leaving, if possible.
3. **Make-up work:** Make sure you ask me (check my blog) or someone else in class about what you missed. I will try to give you time during class if at all possible, but do not plan on finishing your assignment(s) in class. Make arrangements with me to get your missing work turned in within two days so you can still get full credit for your work. Late work will be penalized 10% for being completed late. After two days, teacher intervention will take place to determine what needs to take place for makeup work to get completed. After five days, you will be assigned Tuesday, Thursday, or Saturday school. Remember, when there is work to be done, it’s time to work!
4. **Cheating will NOT be tolerated!** If you cheat on any assignment or test, you will be given a zero. This includes copying work or allowing someone to copy your work. Your parents will be contacted and the administration will be involved as well. This could also cause you to be dropped from the class completely.
5. **Computer Usage:** Computers are property of Papillion-La Vista Community Schools and should only be used for school-related assignments and projects. Use of the Internet is prohibited unless assigned by me for school use. No game playing, emailing, instant messaging, or downloading will be tolerated (unless you are directed by me to do so). No inappropriate sites or plagiarism. Vandalism includes any harm to the computer’s hardware or software. Never change the control panel settings on the monitor. Also, your feet belong on the floor, not the desks, computers, chairs or walls! **Computers are a privilege and failure to comply by these rules will result in loss of computer privileges and possibly withdrawal from the class.**
6. **Dismissal:** I will notify you before the dismissal bell sounds to start preparing to leave the classroom. Your computer, desk/work area should be completely cleared/clean. Make sure everything is put away and all of the trash is in the trash can(s). You must be seated in your assigned chair and quiet when the bell rings. The bell does NOT dismiss you, I do! ☺

**Suggested Materials for Class**

* Notebook – You will be encouraged to take notes in this class.
* Folder – You will be given handouts and other supplementary materials for this class so it may come in handy.
* Writing Utensil – Pencil or Pen

**Student Responsibilities and Expectations:**

**The 3 BEs – Character Counts!**

**BE SAFE:**

 Take care of school equipment

 No food or drinks (without a lid) are allowed in computer labs

 Keep hands to yourself (don’t touch each other or each other’s computer)

**BE RESPONSIBLE:**

 Be prepared for class

 Follow directions the first time they are given

 Get your work finished – ON TIME!!!

 Follow computer use guidelines

 Don’t cheat…learn it or ask questions

**BE RESPECTFUL:**

When I’m talking…You’re NOT!

 Raise your hand and be recognized before speaking

 Profanity, rude or vulgar comments or actions will not be allowed

 Maintain a positive attitude

 Clean up desk area and workstation (papers) at end of the period

I follow Papillion – LaVista High School’s Attendance, Tardy, and Technology Acceptable Use Policies, as well as all of the guidelines in the student handbook. Cheating will not be tolerated and will result in a 0. This is non-negotiable.

**Grade Breakdown:** Daily assignments and participation are very important in this class. You will also be assessed on your learning through quizzes and tests. I will keep a running grade throughout the semester which will not reset at the quarter break. Your grade will be broken down *approximately* 70% tests/projects and 30% daily work.

A - 100%-90%

B - 89%-80%

C - 79%-70%

D - 69%-60%

F - 59% and below

By signing this agreement you are agreeing to follow the policies and procedures for Business and Personal Law

 Printed Name Signature