



Classroom Rules

This sheet must be signed and kept in your notebook at all times!

1. Be in your assigned seat with all necessary materials when the tardy bell rings.
2. Follow directions the first time.
3. Keep hands, feet, objects, rude gestures, and unkind words to yourself.
4. Maintain proper speaking level.
5. No food, drinks, gum, or candy.

Required Materials:

- A 1½" three-ring binder (Not the same one you use for another class).
- Loose-leaf (filler) paper
- Blue or black ink pens (not erasable)
- #2 pencils (for tests, mechanical or regular are both fine)
- Spanish/English dictionary

Fee:

- There will be a \$5 fee for Spanish class. This will purchase supplies for three to four crafts, like maracas or castanets.

Makeup Work and Absences:

It is your responsibility to obtain information concerning makeup work after an excused absence. This must be done in a manner that does not disrupt or delay class (e.g. before class, after class, during break, before school, after school). You may log on to Mrs. Hilton's web page to find what each day's assignments were at: <http://www.ccboe.org/faculty/CHilton/index.html>.

You must schedule a time to take any makeup tests. This is your responsibility.

You must bring an excuse from the office for each class absence or tardy.

Late Work:

Late work will not be accepted!

Daily Grade:

Your daily grade will consist of grades for daily class assignments, homework, etc. Your daily grade will make up 35% of your grade each nine weeks.

Quiz and Test Grade:

Your quiz and test grade will consist of grades for quizzes and tests. Tests will count twice, while quizzes will count only once. Your total quiz and test grade will count as 65% of your grade each nine weeks.

Notebooks:

You will be required to keep a notebook each nine weeks. All assignments, handouts, and tests must be placed in the notebook in order by date. *Assignments in the notebook may be graded at any time without advance notice.* (Notebooks usually count as 10 homework grades!)

Each assignment should include the following:

Name
Date
Class period

Title of assignment and page number (if applicable)

Please note the location of each piece of information! Any subsequent pages should be labeled with your name and title of the assignment followed by the abbreviation "con't". Papers not labeled correctly will lose 10 points.

Your notebook will be graded at least once each nine weeks. You may expect various "notebook checks" each nine weeks as well. No warning will be given for a notebook check! You will simply be expected to have all assignments **completed** and **in the correct order**.

Student signature

Parent signature

August 7, 2007

Dear Parents,

I am looking forward to having your child in my class this year. If we work together, we can ensure that your child has a more successful year.

Please read the classroom rule sheet that your child has been given. Note that you child should be able to tell you at any given time exactly what he or she is working on in class and what their homework is.

Don't forget that students perform better in school if parents are actively involved. It is important for your child to know that you are interested in their academic performance.

If you have questions or would like to know how your child is doing in my class, please feel free to contact me.

Please read and sign the bottom portion of this letter and the classroom rules sheet. Both contain a space for your child to sign as well. The bottom portion of this letter should be returned to me as soon as possible. The classroom rules sheet should be kept in your child's notebook for future reference.

Thank you,

Connie Hilton
256-734-0571 (school)
256-350-9970 (home)
Chilton@ccboe.org

I have read and understand the classroom rules sheet for Mrs. Hilton's class.
I agree to abide by the guidelines discussed therein.

Student signature

Date

I also have read and understand the classroom rules sheet for Mrs. Hilton's class. I see that my child has signed stating that he or she will abide by those guidelines.

Parent signature

Date