

## Graduation Skills (Fall 2010)

### Class Rules

1. Be ready to work when the bell rings.
2. Be respectful - to both your classmates and your teacher.
3. Be diligent - do what you have been told to do to the best of your ability.
4. Be on time.
5. Be prepared - bring all necessary materials to class (paper, pen, pencil, book, workbook, etc.).

### Grading Procedures

All work is graded on a point system. Class work will account for 60% of your final grade and tests and quizzes will account for 40% of your final grade. If you are absent it is your responsibility to pick up assignments. You will have 3 days to make up work (unless it was previously assigned). Each week you will receive a participation grade which will be based on the amount of effort and cooperation you demonstrate with both classroom and computer work. You will also receive daily grades for both classroom and computer work. Quizzes will be given every 2-3 weeks and major tests at least twice each nine weeks. You will also receive a notebook grade each nine weeks that will count as a test grade.

### Class Supplies

You will need a three-ring binder, 2 three-hole folders, paper, and pen or pencil. Binders and materials will be stored in my classroom so you must have a dedicated binder for Graduation Skills.

### Class Procedures

**\*\* You must label ALL work with date and assignment.**

### Class Donations

Donations of classroom supplies are much appreciated. Some things we will need are: Expo markers, Kleenex, Germ-X, red pens, and paper towels.

### Contact Information

I am available before or after school for any questions. I can be contacted via e-mail at [hbrazelton@arabcityschools.org](mailto:hbrazelton@arabcityschools.org) or at 586-6026. My planning time will be 1<sup>st</sup> period, 7:30 - 8:24.

### Class Website

I maintain a website where you (and your child) may access daily assignments, review materials, due dates, etc. The address is: [mrsbsenglish11.yolasite.com](http://mrsbsenglish11.yolasite.com). You may also access information about the class via the school website: [ahs.arabcityschools.org](http://ahs.arabcityschools.org) (Click on Academics, then Teacher/Staff Directory, then my name).

**@@ Attention Parents:** Please include your email address on this form or send me an email, and I will put you in my address book which will allow me to keep you updated with information concerning assignments and tests.

### Please Sign and Return!

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Email  
Address \_\_\_\_\_

