

## SUPPLIES (students, keep this page)

This is a minimal list of supplies to help keep you organized. Please let me know if you will not be able to have these items **purchased by the beginning of the second week of school**. (I have some extras of many of these items, so please let me know what you cannot get).

- 3-ring binder (1-2")
- A one-subject notebook
- Some loose-leaf lined paper (or a two-subject notebook instead of a one-subject (perforated)).
- Pens/Pencils (Please always have a pencil with you for Scantron tests)
- Highlighter (recommended)
- Spanish/English dictionary (highly recommended--Spanish classes only).

## Expectations and Consequences

**\*Expectations:** Referring back to the idea (in the letter) of maintaining a classroom environment that is conducive to learning, it is my expectation that you (this is kind of the class rule): **Do Nothing to Hinder Teaching or Learning**. Some examples of what that “looks like” include coming to class prepared, being kind and courteous, participating, listening when others are talking, etc.

**\*Consequences:** Meeting my expectations earns you my appreciation and, at times, various other rewards. If you choose to break our rule, you will likely receive a warning. Any further incidents may result in a call/note home, an after-school detention, removal from class, snap suspension, self-created consequence, etc. Please note that if you choose actions that unfortunately result in a detention, I find creative ways to make that time especially unpleasant—listening to CD’s of little children singing, for example.

**\*\*Of course, all classroom rules and consequences comply with Student Handbook guidelines.\*\***

## Class Procedures

- Handle restroom needs during passing time.
- Have all needed materials with you when you come to class.
- Be in your seat and ready to work by the time the bell rings.
- If you finish work/a quiz early, do not be distracting to others.
- Leave class with your area clean.

## When I will contact your parents

- After any incident I consider major (i.e. cheating, fighting, grossly inappropriate behavior, etc.).
- If your grade is below a 70% (C-).
- If you have numerous absences or missing assignments

## Homework Policy

I have high expectations of you as my students because I want all of you to realize and reach your potential. I expect that homework assignments be done well and completed on time. **You should write down the homework assignments in my class**, which will always be written in a consistent location in the classroom (and may also be posted online). In Spanish class, if you expect to do well on assessments, and really learn the language, you need to do the daily work and study outside of class. **Homework is due at the beginning of the hour** on the day it is due. Late work (unexcused) will not be accepted for full credit. Work that is one day late will be lowered two letter grades (an “A” paper receives a “C”). Work more than one day late will

receive half-credit (100% = 50%), and no late work will be accepted after the end of the week it was due.

## **Absences and Make-up work**

\*\*Neither credit for work nor make-up test opportunities will be given in the case of an unexcused absence. (See Student Handbook pp. 10-11)\*\*

Excused absences, of course, follow school policy regarding allowed time to make up work. **It is your responsibility to initiate and follow through with completion of missed work.** Make-up work may need to be scheduled outside the regular class period (Stu. Handbook). Check with me (or a classmate) at an appropriate time to find out what you need to make up. **Please note:** (Parents,) if there are extenuating circumstances, please call, e-mail, or send me a note. I realize that crises may arise (not sports practices, extra-curricular activities, work, etc.) which may warrant special consideration.

## **Evaluation**

Grading in my class is a simple points earned out of points possible system. You will be evaluated on homework, quizzes and tests, writings, special projects, and class participation. (Parents/Guardians, although this information is provided by RV, please help make sure I am made aware of any special needs or accommodations your student may have (IEP, etc.)).

## **Academic Honesty**

Academic and personal integrity are expected of all students. Anyone caught cheating, copying, or plagiarizing will receive a "0" on that assignment. I will also send a letter home to notify your parents/guardian (a copy of the letter will be placed in your permanent file). A second offense will result in a loss of credit for the class. If you are unsure whether or not your work would constitute cheating (e.g. unsure about plagiarizing), feel free to ask me, and I will be happy to help.

## **Substitute Teachers**

When a substitute teacher is taking my place in our classroom, you will be respectful, helpful, and cooperative. If a substitute teacher leaves your name, you will likely receive at least one one-hour detention during which you will write a letter of apology.

## **Paper Heading**

The following needs to be in the very top right-hand corner of every paper handed in.

- First & Last Name
- Mr. Munyon
- Hour
- Date
- Pg # (if appl.)

## **Parent-Teacher Conferences**

Parents, we share the same goal for your student: success and achievement! I warmly welcome and encourage you to attend parent-teacher conferences. I want the opportunity to brag about things that your student is doing and how she/he is contributing to our classroom community. I also want the opportunity to share any concerns and figure out how we can work together for the good of your student.

**I look forward to seeing you at conferences, which are scheduled for: October 14 & 15**

## PARENT CONTACT SHEET (Munyon)

**\*\*Student, please return this completed page tomorrow. (10 pts)\*\***

Student Name: \_\_\_\_\_

We have carefully read the class information pages.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Should I need to contact you for any reason, would you please tell me the...

### PARENT TO CONTACT FIRST:

First and Last Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Complete Address:

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The best time to reach me by phone is \_\_\_\_\_ at my home/cell/work number.

The latest I wish to be called in the evening is \_\_\_\_\_.

### SECOND CONTACT:

First and Last Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Complete Address: ("Same" if same address)

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The best time to reach me by phone is \_\_\_\_\_ at my home/cell/work number.

The latest I wish to be called in the evening is \_\_\_\_\_.

**Does your student typically have easy access to a computer (word processor) YES / NO?**

**The internet YES / NO?**