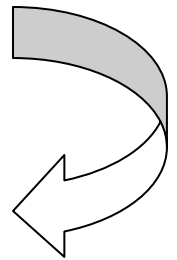


Class Expectations

Mrs. B. Kuhn
Room 23 & 35
Yearbook Class

2009-2010



The community of Monadnock Regional High School is dedicated to engaging all students in personal, civic, and academic growth.

Accompanying the Social Expectations 4. Creating a climate based on trust and decency, and 5. Using appropriate interpersonal skills, you are expected to:

- **Enter class on time** and sit in your assigned seat. The handbook regulations regarding tardiness to class are used consistently.
- **Always** do the best you can, treat people the way you want to be treated, and don't be rude.
- Come to class **fully prepared daily** with the appropriate work.

Other Important Items:

You will be issued a **permanent yearbook pass** that you will use in the halls when you are gathering information or otherwise working for the yearbook. Do not abuse this privilege. If a teacher or administrator informs me of a misuse of the yearbook pass, it will be revoked and you will not be allowed to work outside of the classroom.

We will primarily be using an online design program through Walsworth Publishing Company and **Photoshop** with a sprinkling of **Word** and **Excel** for various work.

Other than for class assignments, **passes** to either the bathroom or the health office will be given only if there appears to be an emergency, unless you are called out by an administrator. You are expected to **use the bathrooms during your 4 minutes** between classes, not class time. **If you do have a medical emergency**, a quiet word to me will be a signal that you need to leave. Please wait until I am done with the daily lesson or another student when possible.

You are **graded** on the quality and quantity of work completed, your participation in class, and working within the deadlines given. Deadlines are critical to the completion of this project: any assignments not completed during regular class time **MUST** be completed on time, but may be accessed from other computers with the appropriate login information. You will also be expected to spend a few lunch periods taking orders for books and to arrive early on one day in June when books are passed out to the student body.

Free time occasionally happens due to the nature of the deadline schedule. You are required to stay in the classroom. I expect students will use the time as a quiet study hall when not working on yearbook pages. You will not be allowed to use the computers for your personal e-mail, games, or homework without permission.

Due to the expenses of publishing the yearbook, every class member is responsible for obtaining a minimum of **3 advertising contracts**. There is already a list of advertisers that you may choose from to contact. More information will be given out in the first few days of class. This is considered class work and will contribute to your grade. In order to help keep the costs of the books reasonable the class may participate in **fundraising activities** such as selling food at an event or holding a dance. Every class member is expected to participate in each event which will also contribute to your quarter grade.

You will have a folder in the yearbook cart in which you will put all of the information you need for class. Do not throw anything out without checking with the editor (if there is one) or your teacher.

OVER →

Because we are guests in another teacher's room, supplies such as writing implements **will not be available for loan**. It is your responsibility to come to class prepared, even for a study hall.

Information for class is available daily on the school website below:

www.mrsd.org/~MRHS/Math/Faculty/Kuhn_B/Kuhn_B.html You can also contact me directly through this address.

LET'S HAVE A GREAT YEAR!

Dear Parents/Guardians,

Please review this sheet with your child in order to be familiar with what I expect from students this year in class. I am available after school and encourage students to take advantage of this time to complete work when necessary. I do ask that they notify me during the day if they plan to stay after school due to the occasional conflict with meetings. Due to the nature of our publishing program, extra work can be done from any computer with the appropriate access.

There are several ways to get in touch with me. You may access the school's web page at www.mrsd.org/~MRHS to get any information about the school in general, calendars, organizations, sports, and teachers' schedules. You may e-mail me at bkuhn@mrsd.org, or you may call to leave a message at 352-6575, voice mail ext. 338 and I will return the call as soon as I can. Feel free to contact me at any time with questions or concerns about my class or your child. I hope to see you at Parent Night on September 10th.

Respectfully,

Bernadette M Kuhn

DO NOT DETACH

Please sign and return this sheet tomorrow; it is a homework grade.

I have read and understand the Student Expectations and Grading Policy for Yearbook Class.

Student Signature

Parent/Guardian Signature

date

Note: Where would you like to be contacted should a need arise?

Please provide a phone number (indicate work or home)

-OR-

If e-mail is preferred, please provide an address.

This sheet will remain in the my folder for the entire year.