**Spanish 3 L2**

**Class Procedures and Expectations**

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¡**Bienvenidos a la clase de español!** I am delighted that you are a part of my Spanish class this year. Throughout this course we will explore the Spanish language and various aspects of its diverse culture. We will also learn why it is important to learn another language, and also how it relates to *your* life and future. This year, you will be expected to read, write, speak, and present in Spanish.

The following procedures and expectations underline what I expect from you, and what is expected of you will help you organize yourself, improve your grade, and have an interesting, fun, and effective learning experience in Spanish class.

1. **Attendance**: It is expected that you will attend every scheduled class meeting. If you have any questions regarding the new attendance policy, please refer to the school hand book.
2. **Preparation**:
* You must have a designated binder for Spanish class. This binder must be divided into the following sections but you can put them in order as you see fit:
	+ 1. Homework
	+ 2. Notes/Hand-outs
	+ 3. Haz Ahora
	+ 4. Quizzes. Please be sure to fill this binder with an adequate amount of paper in your notes and journal section. This syllabus should also be kept in your binder for your reference.
* Come to class on time! If you are late, you must have a pass.
* It is mandatory that you bring a pen or pencil, your textbook, binder, and any assignments due *every day*. You have 4 minutes of passing time to gather your supplies.
1. **Participation**: Listening, asking questions, taking detailed and well-organized notes, and involving yourself in class activities and discussions are all required means of participation.
2. **Homework/Assignment Policy**: Homework is defined as anything you do out of class that has been assigned, is due (usually the next day unless otherwise stated), and prepares you for class. Some homework assignments will require you to access my website. If this is the case, “website” will be written on the homework board in the classroom.

**Policy**: The homework due date will always be announced and written on the board. Write it down in your assignment pad!

 5) **Grading**: Your grade will be based on your performance on exams, projects, announced/unannounced quizzes, listening, AP-like activities, and homework. The content on exams and quizzes will come from your notes, homework assignments, readings, activities, and discussions in class. If there are any questions regarding the new grading policies and late work, please ask me or refer to the school hand book.

*Grading Specifications*: This year, your grade will be based on percentages. Please refer to the following grading specifications:

Tests **30%**

Quizzes (both oral and written, including pop-quizzes) **20%**

Classwork and AP-like activities **10%**

Listening Comprehension **10%**

Presentations/projects/compositions **20%**

Homework **10%**

Please review the new “ZAP” policy in the school hand book, regarding the failure to turn in assignments.

1. **Make up work**: It is YOUR responsibility to ask me about the work you missed and make it up!

*Make up homework*: See me as soon as you get back to school. The regular (above) homework policy applies from then on.

*Make up Tests/Quizzes*: Missed tests/quizzes must be made up within 7 school days after returning to class. It is your responsibility to schedule a time to make up the test/quiz.

1. **Translators/Plagiarism/Copying***: If I discover evidence of cheating/copying/plagiarism/and or using a translator on any assignment, everyone involved will receive a zero. No exceptions*. ***It will be extremely obvious to me if you have tried to use a translator..so don’t even bother!*** Use a Spanish dictionary instead, or please, ask me for help.

\*\**Extra Help*: If you do not understand the material that we are covering in class or are having difficulty, **please**ask me for extra help. Do not feel embarrassed or ashamed to ask for help. I am always available and am flexible about making time for your questions or concerns.

**Classroom Behavior**: You should all be very familiar with the procedures. It is important that you understand the following rules so that we can create a productive and enjoyable learning environment this year. The following are some key rules to remember that are very important in my class:

* ***Always*** respect yourself, your fellow classmates, peers, and teachers, and you will be rewarded in many ways.
* There is a strict no- bullying policy in the Milford school district. Any evidence of bullying will be reported.
* Remain on task at all times.
* You will be expected to speak only in Spanish during this class.
* Talking to your peers and talking out of turn will not be permitted in class, unless the lesson or activity involves requires such.
* Be aware of the class expectations when working with partners and groups. Group work is not meant for socializing and every student will be expected to participate and remain on task throughout the activity.
* **Cell phone and electronic devices policy**: Yes, this is rather detailed!
	+ No cell phones, ipods, ipads, or any other electronic devices are allowed in this class. Use of electronic devices is not only distracting you from learning, but also distracts your classmates and interrupts the lesson. There may be a few instances where you will be required to use your phone to record speaking samples, but that is the **only** time that cell phone use will be permitted in this class.
	+ Cell phones should not be on your desk at any time, even if you are not using them. If a parent truly needs to contact you during school, you may use the phone in the office.
	+ If you have your phone out during class, please know that I will ask you to put it away the first time, and if the problem persists a second time, I will take your phone and turn it in to student life.
	+ There is zero tolerance for “Snap chatting”, “Vine”, or any other picture taking or videotaping during class.
* Please do not ask to use the bathroom before class starts. Wait until the “Haz Ahora” (Do Now) or after I have explained the objectives for class that day.
* All backpacks, purses, etc. must be kept under or next to your desk, or in a designated area of the classroom. You cannot keep your backpack or purse on top of your desk during class. Also, it is imperative that you keep the isles clear, should I need to quickly and efficiently secure the room in case of a lock down or emergency.
* No food or drink will be permitted in class.

\*Violation of any of these policies will result in the necessary consequences. The following procedure will be used for addressing violation of any of these behaviors:

1. Private conversation after class
2. Parental contact, which will be ongoing to monitor progress
3. Involvement of administration

**Please review our class procedures and expectations with your parent/guardian. This signed acknowledgement will be due on Tuesday, September 2, 2014.**

**I have read and completely understand the course procedures and expectations.**

Student name (Print neatly, please.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent/Guardian name (Print neatly, please.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_