**Spanish 4 L3**

**Class Procedures and Expectations**

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Office Hours: 7:00 a.m.-7:20 a.m. Mon-Fri., 2-2:30

Welcome back! This year we will be exploring extensive grammar functions within the Spanish language. Now that you are in Spanish 4, we will also be reading and analyzing Spanish and Latin American Literature. In this class, you will be expected to speak completely in Spanish and participate in various speaking, reading, writing, and reading activities. It is imperative that you are prepared to participate in class daily in order to improve your spoken and written skills within the language in this class.

Please read and be advised of the following procedures and expectations that underline what I expect from you. What is expected of you will help you organize yourself, improve your grade, and have an interesting, fun, and productive learning experience in Spanish class.

1. **Attendance**: It is expected that you will attend every scheduled class meeting.
2. **Preparation**:
* You must have a designated binder for Spanish class. You will be receiving many packets and handouts this year, so be prepared to have an adequate amount of paper and room in your binder for these materials.
* Come to class on time! If you are late, you must have a pass. If not, the appropriate steps will be taken to address this issue.
* It is mandatory that you bring a pen or pencil, your textbook, binder, and any assignments that are due *every day*. You have 4 minutes of passing time to gather your supplies.
1. **Participation**: Listening, speaking in Spanish, asking questions, taking detailed and well-organized notes, and involving yourself in class activities and discussions are all required means of participation. You will also be required to speak in Spanish in front of the class this year on multiple occasions.
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.

**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, presentations/compositions, announced/unannounced quizzes, and homework. The content on exams and quizzes will come from your notes, homework assignments, readings, class activities, and discussions in class. If there are any questions regarding the new grading policies and late work, please refer to the school hand book. Lastly, many assignments that you will complete this year will be graded by using the Spanish AP rubric, which is being used in all Spanish classes. You will receive these rubrics in the beginning of the year. Please do not lose these documents so that you may refer to them periodically when assignments are due.

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

Tests **40%**

Presentations/projects/compositions **25%**

Homework **10%**

Quizzes (Including unannounced) **25%**

\*Please review the “ZAP” policy in the school hand book, regarding the failure of turning in summative 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 when you were told about the missing assignment.

*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. It is in your best interest to make up tests and quizzes quickly. Please remember that common time is an excellent resource that can usually be utilized for this purpose. See me, and I will write you a pass.

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*. **I cannot stress enough that** ***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 Wednesday, September 4, 2013.**

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_