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## Español I-II

### CLASS PROCEDURES

**WELCOME** to Spanish! Please read what will be expected of students in this course and return bottom section to me, signed by Friday January 22, 2016.

The state curriculum for Spanish is very demanding, especially in terms of the grammar to be learned. Learning a Foreign Language is a sequential process, so it is crucial that students master each topic in order to be able to proceed to the next ones. **If they do not, they will soon become lost!**

As more and more **vocabulary** is studied it will be increasingly difficult to remember all of these words. Therefore, students are required to keep a list of all new vocabulary in a special section in the front of their notebook. These lists are to be kept for the entire course and need to be reviewed regularly so as to retain the material. **There will be regular vocabulary quizzes on these lists.**

**RATIONALE:** The curriculum is based on and moves beyond the progress indicators described in the North Carolina World Language Essential Standards along with the American Council for the Teaching of Foreign Language (ACTFL)'s Standards for Foreign Language Learning in the 21st Century, is that a comprehensive set of language skills will be developed and used for effective communication.

**These skills are known nationally as the 5 C's or Communication, Culture, Connections, Comparisons, and Communities.**

Within the World Language Essential Standards, Communication has been delineated into the three modes of Communication (Interpersonal, Interpretive, Presentational) and, with Culture, comprise the four Essential Standards for World Languages. The other three national standards are encompassed in the strands:

- Connections to Language & Literacy (CLL)
- Connections to Other Disciplines (COD)
- Communities (CMT)

For more detailed information about the standards, please review:

<http://www.ncpublicschools.org/docs/acre/standards/new-standards/foreign-language/world-language.pdf>

**HONOR CODE:** The exchange of information between students or use of unauthorized aids during a quiz or exam constitutes cheating and will not be tolerated. Plagiarism is another form of cheating and this applies equally to electronic, print and verbal sources. **The use of translation websites is also considered cheating.** Our school Academic Integrity Policy is rigorous on these issues and offenses will be dealt with severely. There are serious consequences for cheating and the use of translators is strictly prohibited. If caught with a cell phone open, in use, or in hand during any kind of testing, it will be treated as cheating.

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**MATERIALS:** One 2 or 3 subject notebook is mandatory for this class. You will also need, glue sticks, transparent tape blue or black pen, pencil, any handouts given in class and paper. Notebooks will be checked throughout the semester and it will count as a quiz grade. You can choose to leave the notebook in the room but I will not be responsible if it gets lost or stolen. I will tell you how to organize it the second day of class. All students **MUST** have their school supplies by Monday, January 25<sup>th</sup>. They are necessary to be successful in this class.

**CLASS PARTICIPATION** is crucial in learning and understanding the material. Participation includes the four main principles of language study: **Listening, Speaking, Reading and Writing.**

**WORK EXPECTATIONS:** All classwork, projects, webquest or assessments are to be completed individually unless noted by the teacher as group work. These assignments are to be completed by the due date and turned in at the beginning of the class. The world languages department will provide opportunities for students to complete missing assignments and/or redo assignments during the instructional day throughout each semester (i.e. **Performance and Achievement System for Success (PASS.)**)

#### **Missing Work/Redo/Retake Policy**

As LCHS strives to adhere to the *High Schools That Work (HSTW)* Key Practices, students at Lee County High School will be *required* to complete/redo any work (test, quizzes, assignments, etc.) that does not meet the basic standard of 60% but a redo ticket is required, and should be completed by the student.

When students fail a quiz, test or project, the student will be required to complete a Retake Ticket (see Retake Ticket attached to Handbook.) The Retake Ticket requires that students reflect upon how they prepared for the original assessment, describe how they'll prepare differently for the retake, and include requirements and due dates for completion. Teachers may require parent signatures on the form or an informal meeting with the student.

Each department will provide opportunities for students to complete missing assignments and/or redo assignments during the instructional day throughout each semester. All late work will receive a grade of no more than 80%.

#### **Steps in Addressing Missing Assignments/Redo/Retakes:**

- A. Weighted courses (AP, IB & Honor)
  - 1. 80% and above = no redo
  - 2. 60-79% = optional redo 1 time per graded assignment at specified date and time
  - 3. 59% or below = must redo 1 time per graded assignment at specified date and time
- B. Unweighted Courses
  - 1. 80% or above = no redo

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2. 60-79% = optional redo 1 time per graded assignment at specified date and time
  3. 59% or below = must redo. Teachers must provide at least 2 redo opportunities per assignment, if needed.
- C. All redos will receive a grade of no more than 80%.

**Interventions for both missing and failed assignments.**

- A. Teacher student conference with **documentation**. After 3 conferences, proceed to Step B.
- B. Parent contact with **documentation** after every 3 missing or failed assignments. After a pattern of missing/failing work is established proceed to Step C.
- C. A conference will be held which may include the following:  
Teacher/student/guidance/admin/coaches/JacketSting/parent conference with **documentation**

**ABSENTEE EXPECTATIONS:** To be counted present you have to be in class 46% of the 90 minute period. If you know that you will miss class for **ANY** reason, you are still responsible for homework, quizzes, test, etc., when you return to class. Ask ahead of time for assignments.

Students who are absent must complete any work they have missed within 3 days. Work not completed during the time allowed will be considered as missed work and you will have to fill out a ticket and meet with your teacher.

**Unexcused tardy policy**

I strictly follow the tardy policy of the school, which is as follows:

- 3 tardies-referral for 3 days of lunch detention in ISS or after school detention for 90 minutes
- 6 tardies-referral for 1 day ISS
- 9 tardies-referral for 1 day OSS

**GRADE DISTRIBUTION:**

**Quizzes** 30%

**Classwork/Homework** 20%

**Integrated Tasks /Assessments** 50%

**CELL PHONES:** In 2015-2016, students will not use cell phones **for non-instructional purposes in classrooms**. Students can use cell phones in designated areas on campus to include the courtyard, cafeteria, and sidewalks. Phones should not be used inside any instructional building during regular school hours. **If the cell phone is on during any kind of testing, the school policy for cheating will apply.**

**RULES AND EXPECTATIONS:**

- It **IS EXPECTED** that you complete all of your classwork, homework, and in-/out-of-class projects.
- You **MUST BE PREPARED** for class: Required notebook, notes, pencil, paper, or any assignments needed (homework, etc.,).

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- According to school policy, eating food, chewing gum, or drinking inside the classroom or hallways is not permitted (except water). No exceptions.
- Remain in your seats until dismissed by the instructor. Remember, the bell doesn't dismiss you, the teacher does.
- Raise your hand when answering/asking questions.
- You are **NOT TO TALK WHEN THE TEACHER IS TALKING**; talking to classmates (other than in group activities) is not allowed.
- You must **RESPECT** others in the classroom. Mocking others accents/pronunciation/grammar will be considered bullying and will not be tolerated. Remember, a **POSITIVE ATTITUDE** is extremely important. Keep hands, feet, object, and negative comments to yourself. **Together we can make a very successful semester.**
- No **CELL PHONES** in the classroom or hallways. No other electronic devices or headphones. Since this is a language class, we will use headphones and microphones when we work on speaking or listening activities. I will let you know when to bring them or you can storage them in the cabinet in a plastic bag with your name on it. If you don't have any, please let me know so I can provide some for you.
- **NO PROFANITY.** (Spanish or English)
- Follow all rules included in the Lee County Students Handbook.

#### **CONSEQUENCES:**

1. Warning
2. 30 minutes of after school/lunch detention
3. Parent contact
4. Referral

**AVAILABILITY OF EXTRA HELP:** I am available for extra help every Tuesday from 3:10 to 4:00pm or by appointment. Please encourage your child to seek help as soon as he/she experiences trouble, don't wait until he/she makes a poor grade on a test!!

I am looking forward to teaching and getting to know your son/daughter. Spanish class should be interesting and challenging. Please call me or email me at (919) 776-7541 ext. 2593 any time after 3:00pm and I will be happy to return your call. My planning period during this semester is first block so I will be available from 11:15 to 12:40 am or send an email to [msmith.ls@lee.k12.nc.us](mailto:msmith.ls@lee.k12.nc.us)

Please sign the last page and return to me by Friday January 22th, 2016. For future references, you **MUST** keep these class procedures in your interactive notebook at all times.

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***PLEASE LET ME KNOW IF YOU NEED EXTRA HELP! TAKE RESPONSIBILITY FOR YOUR FUTURE.***

I have read the letter that explains the rules and procedures in Mrs. Smith class and I understand all of them.

Parent/Guardian Print Name:

Parent/Guardian Signature:

***Student Print Name:***

***Student Signature:***

**I am looking forward to our semester together. By working together, we can have a very successful and rewarding semester.**