

## **Routines and Procedures for Spanish Class**

Bienvenidos a la clase de español. I hope this semester is as smooth as possible. Learning a new language can be a messy process as you are trying to get your brain to do something it is not used to doing, think in another language. Hopefully the process will be a smoother transition if we establish a few procedures and routines that will help the class run easily in our day to day. With that said, here are a few of the class routines and procedures for Mrs. Vess's Spanish class.

### **Entering the classroom-**

1. Always enter with a smile.
2. Put your phone in your assigned pocket per MCS policy.
3. Turn in any homework in the class tray BEFORE the tardy bell.
4. Pick up any handout and/or workbook from the handout tray or block cabinet.
5. Find your seat.
6. Get a clorox wipe and clean the surface of your desk.
7. Begin "Las entradas" (bell ringer)

### **Turning in classwork -**

1. Make sure the work begins on the front page and ends on the back if needed. (holes on the left of the front page)
2. Write your first and last name, class and date in the top right hand corner of the paper.
3. One person from each table collects all the papers and makes sure they are all facing the same way.
4. Take papers and place them in the class tray.

### **Taking a test/quiz -**

1. One person from each table collects the privacy folders from the shelf.
2. Place the privacy folder on your desk.
3. Write your first and last name, date, class and privacy number on your answer sheet in the top right hand corner.
4. Write your quiz number in the bottom right hand corner.
5. Quietly complete your test/quiz.
6. Turn in your test/quiz when completed. (All quizzes are timed, all tests are 50-60 minutes)
7. Return to your seat and begin the next activity.

### **Participating in class discussion-**

1. Raise your hand and wait to be called on.
2. Contribute to the conversation if what you have to say is relevant to the topic in discussion.
3. Be respectful of everyone else's contribution.

**Getting missed assignments -**

In the event of an absence, it is your job to get and complete missed assignments. They will be found on Schoology or in the absent day folder with your name on it (handouts that can not be added to schoology)

The grade will remain as zero until the missed assignment is made up.

**Marking up a quiz or test-**

Schedule a day with Mrs. Vess (all quizzes and test are made up during Refuel)

The grade will remain as 0 until the missed quiz/test is made up.

**Going to the restroom -**

1. Ask permission - you may do this by raising your hand or coming up to the teacher to quietly ask.
2. Get the GREEN hall pass.
3. Go to the nearest restroom (downstairs A pod, it's down the hall)
4. Wash your hands
5. Return to class
6. Lock the door
7. Put the pass back
8. Take your seat and resume working.

**Eating and drinking in class -**

1. We do not eat in class. EVER. NEVER.
2. All eating is to be done in the hallway before class due to the ant issue I have every year.
3. Water is allowed in class, but only water. (It has no sugar or flavoring so a spill will not bring ants)

**Leaving class-**

1. Clean up around your desk, put all trash in the trash can, pick up anything that may have fallen to the floor. Leave it better than you found it.
2. Put your things in your backpack when I signal that class has ended.
3. Stay in/next to your seats until the bell rings. (We do NOT gather at the door.)
4. Collect your phone from the pocket as you leave.