

¡Bienvenidos!

I would like to take this opportunity to welcome you to Spanish. This semester promises to be exciting as you begin or continue the adventure of learning about a new culture and a new language. The following are the procedures and expectations of my classroom designed to make this semester a smooth and joyous adventure for everyone.

Sincerely,

Señora Felisa Vess

CLASSROOM PROCEDURES

I. PROCEDURE FOR ENTERING THE CLASSROOM:

1. Enter quietly with a smile and grab a disinfectant wipe to sufficiently wipe your desk and chair.
3. Check the worksheet basket and pick up whatever may be there.
4. Drop off any homework/papers that you have in the basket that has your class name.
5. Silently take your seat and begin the “Antes de volar” assignment on the board.
Begin this even if the tardy bell has not yet rung, as it will be due within the first 5-15 minutes of class.

II. PROCEDURE FOR TURNING IN CLASSWORK:

1. Place first and last name, class block and date on top right lines of the front side of the paper (example onboard). **There is a 5 point deduction** for any paper without the proper heading or starting on the wrong side.
2. One person in each group collects all papers for your group.
3. That person put papers in the proper basket.

III. PROCEDURE FOR GRADING CLASSWORK:

1. Step #1 in above procedure.
2. Listen for me to prompt you to switch papers.
3. Silently listen for the correct answers and mark accordingly.
4. Classwork is graded for accuracy.
5. Return the paper to its owner for review and correction.
6. Follow procedure for turning in class work.

IV. PROCEDURE FOR GOING TO THE RESTROOM:

As it is the policy of James Clemens High School that students use the restroom between classes and during lunch break, restroom passes are not liberally handed out and are to be used for emergencies only (see student handbook). Please use them wisely. If abused, the privilege will be denied completely and only restored via doctor's note. There are no passes to refill water bottles or going to vending machines. Make sure this is taken care of before coming to class.

1. Raise your hand and ask for permission to leave the class. **YOU MUST HAVE A PASS FROM ME TO LEAVE THE CLASS.**
2. Get a pass from me. The green pass is for A pod only.
3. Go to the down stairs A pod restroom. You need a different pass to leave A pod.
4. Return quietly to class, lock the door and to your seat to resume working.

V. PROCEDURE FOR TURNING IN HOMEWORK:

It is the student's responsibility to make sure that homework assignments are turned in on time and in the proper format. There will be an average of about 3 written homework assignments each week.

1. Make sure that homework is headed properly and assignment is completely finished.
2. Place assignment in the basket labeled for your class within 3 minutes after the tardy bell in order to receive credit.
3. Homework will be considered late if turned in more than 3 minutes after the tardy bell; this is done in order to deter copying. (Exception - students with specialized instruction, students who are late to class due to being detained by a teacher and/or staff member, or checked in after the class began and students who were absent on due date).
4. Homework is graded for **completion** and the **full assignment** must be **completed and turned in on time** before any credit is given. A completed homework assignment is worth 100 points. Homework is always reviewed for accuracy in class and you will have the opportunity to correct inaccurate answers as we discuss them. Since homework is for extended practice and is given a completion grade, the homework policy is an all or nothing policy. There is **NO** partial credit given for partially completed assignments. Complete assignment = 100 points, partial assignment = 0 points. There is a 5 point per day deduction for any assignment turned in late. This includes weekends. (The deduction begins AFTER the 3 day grace period if absent from school).

VI. PROCEDURE FOR CLASS DISCUSSIONS:

I want to hear what you have to say and feel that any contribution you have to a class discussion is relevant and important IF it follows the proper guidelines.

1. Raise your hand and wait for permission to speak. Speak loudly and clearly.
2. Make all questions and comments **relevant** to the task at hand.
3. Write down any questions and comments that are off task on a piece of paper and turn it in to me, you will receive a reply later.

VII. PROCEDURE FOR FOCUSING ATTENTION:

DURING ORAL PRACTICE WITH PARTNERS, DRILL GAMES, CLASS DISCUSSION

1. Listen for you cue to silence. (I will count to 3)
2. Face the front and remain silent.
3. Listen for further instructions.

Remember to stop, look and listen to me!!!

VIII. PROCEDURE FOR USING ELECTRONICS IN CLASS

School issued chromebooks and headphones are the only devices allowed to be used in class. If you have forgotten your device or forgotten to charge it, you may check out the class device.

1. **Ask to use a class device or charger**
2. **Sign the item out with the clipboard and pen on the cabinet door.**
3. **Return the item and sign it back in when finished.**

PROCEDURE FOR CLASS DISMISSAL.

1. **Do not** gather materials together prior to the time to be dismissed.
2. Upon hearing the signal to change class, remain silent
3. Make sure your area is clean. If it is not, **clean your area**. You will not be dismissed until the area is clean and everyone is silent.
4. **Do not** gather at the door, stay at or near your desk.
5. Wait for me to dismiss you.

IX. PROCEDURE FOR MISSED WORK DUE TO EXCUSED ABSENCE.

I will post all assignments on Schoology. This will include any power point notes that were given and worksheets that I can attach. However, it is the student's responsibility to collect all missed assignments and turn them in within the 3 day time limit. Missed work will not be made up or graded when the absence is unexcused. See Madison City Schools Code of Conduct.

XI. PROCEDURE FOR OBTAINING CLASS HANDOUTS

This class will utilize Schoology. You will need your school gmail account to access Schoology.

1. All study guides, class power points and many assignments will be posted on Schoology for you to print from home or complete at home. You may use the school library printer on your own time. The class syllabus and procedures will be posted there as well.
2. It will be your responsibility to print items as they are needed and have them ready when they are due. Due to the limited number of printing copies for the year, I will print and copy quizzes, tests and some class set activities when needed, but I do not have the copy numbers to print homework assignments and study guides and handouts for each and every student.

CLASSROOM RULES AND CONSEQUENCES

1. BE RESPECTFUL:

- a. No talking while teachers or others are talking. Please wait your turn.
- b. No name calling, laughing at others, rolling of eyes or any other disrespectful gesture in either the verbal or physical nature; bullying of ANY kind will not be tolerated. Masks will be worn properly and all times in class when required by BOE.

2. BE RESPONSIBLE:

- a. Follow the directions the first time they are given and all JCHS rules.
- b. Don't throw things and keep your area clean and picked up.

3. BE RESOURCEFUL:

- a. Tardiness will not be tolerated and admittance to class will not be permitted without a tardy slip from the attendance office if you arrive after the tardy bell.
- b. Bring all materials: paper, notebook and pen/pencil, etc.
to class every day.

4. BE RELIABLE:

- a. Be where you should be and do what you should do to be successful and prepared for class each day.

5. KEEP HANDS AND FEET TO SELF

Make up tests and assignments: Refuel is the time to make up any missed tests and quizzes. **You may make up tests and quizzes any day during Refuel EXCEPT Friday.**

It is each student's responsibility to make up a test the first opportunity upon returning to school unless otherwise engaged. There will only be 2 opportunities to make up a test within a 2 week period. After that, a grade of zero will remain in the gradebook.

Quizzes: Vocabulary and verb quizzes are interspersed in the chapters when new material is introduced. Vocabulary and verb quizzes are contextual and timed. (10-15 min.)

Make up quizzes: They are made up during Refuel as well.

Assignments turned in late will receive a deduction of 5 points per day past the due date and will not be accepted after the unit test for that unit.

GRADE SCALE FOR SPANISH CLASSES

Tests/Projects	70%
Quizzes/homework/class work	30%
Total	100%