**Classroom Guidelines Spanish 1 2019 – 2020**

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Classroom: Portable 11

Office phone number: 425-837-7759

Office room number: 1410 C

WORLD LANGUAGE TIPS:

*Languages are fun! I strongly believe that in order to learn anything you have to make mistakes. If you are perfect and never make a mistake; it’s not your fault, it’s mine. So don’t worry, I’m going to do my best to make you squirm and make mistakes from time to time. In order to find success, you have to stick with it! Learning a foreign language requires constant practice, repetition, and written and oral self-preparation (aka. studying). If you can keep the faith in yourself and learn to trust in me and my methods, together we will get you through this and help you find a great deal of success.*

**CLASS ATTENDANCE:** When you are in school you are expected to attend this class. Try your hardest to not be late! See the student handbook for school policies regarding tardiness.

**ABSENCES AND MAKE-UP WORK:** It is **your** responsibility to request any make-up work. Tests or work assigned before your absence will be due the day of your return.  All assignments, handouts, and some class notes will be posted on my website, as well as in the classroom well in advance.  Check the calendar for links to assignments and check links through the Spanish 1 daily blog for notes and handouts.

Student Initials Parent Initials

In cases of extended illness, you will be given the number of days you were absent in which to complete work missed during your absence. Work assigned prior to your absence is due the day of your return. This will include any tests and quizzes.

Student Initials Parent Initials

I also expect you, when absent due to appointments of any nature (dental, medical, funerals, etc.), to obtain work **prior** to the class you know you will be missing. When missing a class due to a planned school activity (e.g. student council meeting, field trip, etc.), you are responsible for contacting me for make-up work ***at least one day in advance*** of the activity.

Student Initials Parent Initials

***Late work will not be accepted without prior consent***, so please make sure to make any necessary arraignments prior to any and all absences. If you try to contact me well in advance of a missing assignment, I can be far more accommodating than if you try to reach out for assistance after the time work is due.

Student Initials Parent Initials

**MATERIALS:** Be ready to begin class at the scheduled time. This includes having all the materials you will need for the class period (e.g. text, notes, workbook, readers, supplies, etc). The first week I will be lenient on this, but beginning on Monday September 9, I will expect that you come to class prepared with the following items every day:

*NOTEBOOK AND WRITING MATERIALS:* Each student will have access to the textbook series and all workbook materials.  However, to go along with that I would highly suggest that each student also has their own personal notebook and/or folders dedicated to Spanish class.  There will be a great number of notes that are taken and that will help you stay organized throughout the school year.   Along with that, some students prefer to have **different** color writing utensils so that you can effectively organize your notes and be able to follow along with the notes that I provide for you in class. I also ask that students bring their own whiteboard pen and eraser (for activities using the whiteboards) and a box of tissues for the class as we are out in the portables and blow through them come flu season.

* Notebook/folder/binder for materials
* different colored writing utensils for note taking and activities
* whiteboard pen
* whiteboard eraser (a CLEAN single sock from the bottom of the dryer is a great reusable eraser!)
* box of tissues for the classroom

**CLASS WORK:** Language learning requires memorization and constant practice, therefore additional practice is assigned nearly every day, but there is also studying that should be done absolutely every day. You are expected to do whatever is being asked of you during class. Most practice assignments will be done through the text series website ([www.vhlcentral.com](http://www.vhlcentral.com/) – there is a link on my website too), however, from time to time you will be given assignments in class that will have to be done by hand and physically turned in the next school day.

Student Initials Parent Initials

In class each day, you will be assessed on your participation and effort in class. You will receive feedback about your participation and effort in class in hopes of trying to encourage more participation. You will receive plenty of opportunity to have an open conversation with me in regards to this grade. However, you must remember that I am looking for effort and on-task participation, so as long as you can clearly demonstrate this, you will be receiving credit each day. We will discuss this further over the next few days and with parents during Curriculum Night.

Student Initials Parent Initials

**GRADES:** All tests and other activities (quizzes, speeches, dialogs, projects etc.) to be graded are announced in advance.  I will make an announcement about them and they will also be marked on the calendar within the Spanish I blog so that you are aware well in advance and can make me aware of any possible conflicts ahead of time. I will also have the weekly lessons, assignments and assessments posted on the class agenda in the front of the classroom.

Daily practice written and spoken conversation (Practice) – 10%

Formal oral presentations (Speaking) – 20%

Informal Assessments, quizzes (Formative) – 20%

Formal Assessments, tests, projects (Summative) – 40%

Final Exam – 10%

**TEXTBOOKS:** Spanish 1 students can check out a textbook or use the electronic version that is provided on Day 1 of class.

**PARENT CONTACT:** I believe your parents are interested in and concerned about your progress in this class. I will do my best to contact your parents at random unless there is something that needs immediate attention. If you find that you are struggling academically, **PLEASE come see ME for help**, pull me aside after class, find me during Flex Time, or visit me in my office or send me an email.

I have read the Spanish I class guidelines and will contact Ms. Williamson if I have any further questions or concerns.

Student Name Printed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature

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\*\*This is due by Tuesday, September 9th, 2019\*\*