

ESPAÑOL – Señora Guzmán Class Policies

The *Realidades* 1,2, and 3 textbooks and AP textbooks are available online. Go to www.phschool.com. There are review activities and games for every chapter covered.

RULES

- Come to class prepared to work.**
- Show no disrespect to the teacher or other students.**
- Follow any rules of the school.**

MATERIALS

Have book, notebook, practice workbook, paper, and pen or pencil every day. Please do not use red ink.

Supplies needed:

- six packs of 3x5 index cards
- two dry erase markers & an old sock
- two glue sticks
- scissors
- regular markers (helpful, but not necessary)

You may take home any remaining supplies at the end of the semester. Donations of Kleenex, baby wipes (for cleaning headphones), Clorox wipes, hand sanitizing soap, extra dry erase markers, and construction paper for class use would also be appreciated.

EXEMPTIONS

There will be no exam exemptions in Spanish 1 or 2.

RESTROOM

It is your responsibility to go the restroom between classes. If an emergency arises, you must ask in Spanish, “**¿Puedo ir al baño, por favor?**,” and the trip should be as short as possible. You will be given a “passport” to leave class. If you turn in your unused “passport” at the end of the semester, the remaining points not used will be added onto your final exam. If you lose your passport or use all your passes, you will have to take a tardy to go to the restroom. **You cannot use any other student’s bathroom pass.**

TARDIES

Students will be referred to the office for tardies based on school policy.

ELECTRONIC DEVICES

Cell phones and iPods are not to be seen or heard in the classroom. School policy will be followed.

FOOD IN THE CLASSROOM

Bottled water is permitted in the classroom. Any other food or drink is not allowed unless it is part of the lesson for the day. **Chewing gum is prohibited during oral presentations.** Points will be deducted. No food or drink is permitted near language lab or computer equipment.

HOMEWORK

Students should study flashcards or grammar at least 15 minutes every night in addition to any written assignment. **No late work will be accepted.** It will be checked often but not every day.

MAKE UP WORK

Work cannot be made up if the absence is excused within the time required by school policy. Quizzes and tests are announced at least two days in advance. If you are absent the day before a quiz or test, you will still be expected to take it on the originally scheduled date. Each assignment must be turned in on time to receive credit. If you have an absence, it is your responsibility to obtain the assignments. If you need to make up a quiz or test, you must schedule it during tutoring times (Monday, Wednesday, or Thursday). No make up quizzes or tests will be taken during class time. If you do not show up for scheduled make up quizzes or tests, the grade becomes a zero. You have 5 days to turn in work or take a quiz or test. Failure to do this will result in a 0. No Exceptions!!

COPYING / CHEATING

Cheating will result in a 0, a call to parents, and a discipline notice. If you are caught copying homework, class work, or journal entries, all parties involved will receive a 0. **You may not use a translating program or another person to help with assignments other than for general tutoring.** This is considered cheating. Translators are not accurate and usually produce unintelligible Spanish. Projects and compositions must be done on your own using only vocabulary and grammar taught in your level. I will know immediately if you do not do an assignment on your own by the use of grammar and vocabulary that we have not covered. **You will receive a 0.**

PRIZE POINTS

Prize points will be awarded for many different activities including games, special questions of the day, or bringing in authentic material related to the Spanish speaking world. Also, points will be given if students bring candy to be used as game prizes. One to five points will be rewarded. These points will be added to quiz grades. A maximum of five points will be added to a quiz.

CONVERSACION / PARTICIPATION

The conversación / participación grade represents 10% of your total grade. A participation grade will be given every two weeks. You will receive points for conversing with the teacher or other classmates in Spanish and being on task. There will be a teacher directed conversation time during the beginning of each class. Other opportunities to receive conversation points will include class conversation, small group work, and pair work. Points will also be deducted for not participating, interrupting others, or speaking English.

USE OF TECHNOLOGY

Students will be using computers in the classroom and audio lab. No food or drinks are allowed near this equipment. If using the Internet, student may not visit a website that is not part of the current lesson. All equipment must be used with the most care. Misuse or vandalism will not be tolerated.

NOTEBOOK

Students must keep a notebook for the class. You must keep all notes, journal entries, handouts, and homework until the end of the semester. Tests and quizzes will be corrected in class and then returned to the teacher. Please see the attached notebook rubric. It will be checked twice a semester and count as a major test grade.

TUTORING

I will be available for tutoring on every Monday, Wednesday, and Thursday afternoons and at other times upon request. Please see me if you need any help.