

Bienvenidos a su clase de español. In our Spanish class, students will have the opportunity to learn and constantly practice what they have learned. Be prepared to be frustrated at not being able to understand something the first time or not being able to express a thought. Be patient; it will come to you eventually. Learning a new language takes a lot of patience, work, effort, practice and courage. Do not be intimidated by mistakes because, just like in learning a first language, mistakes are inevitable in the process of learning a new one. Practice and good attitude are essential.

Below is some general information for our class. Please make sure to have your parent(s)/guardian(s) read the letter, and sign and detach the receipt below. I will collect the receipt at the door before class tomorrow; so, please, have it ready to submit.

Gracias, and let us have a great year,
Profesora Bass

Materials recommended

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| 1) Lined white paper | 4) Textbook |
| 2) A pen in <u>any color but pink or red</u> (all quizzes and tests must be completed in pen; everything else may be done in pencil, if you wish) | 5) <i>Cuaderno de vocabulario y gramática*</i> |
| 3) At least two <u>low-odor</u> dry-erase markers (just in case one runs out) | 6) <i>Lab Book*</i> |
| | 7) Whiteboard* |
| | 8) Rag to erase whiteboard* |

It is necessary to have all of these materials with you every day.

*Handed out by me in the beginning of the semester

Grade composition: Your grade will be based on the following percentages and scale:

Tests: 20%	90-100%: A
Quizzes: 20%	80-89%: B
Homework: 10%	70-79%: C
Classwork and participation: 10%	60-69%: D
Notes and warm-ups: 10%	59% or below: F
Benchmarks and final exam: 15%	
Projects and presentations: 15%	

Classroom expectations

Remember that you are here to learn. Therefore, the following behavior will be expected of you:

- 1) Be on time and prepared.
You must be in your seat when the bell rings, and have all your recommended materials with you every day.
- 2) Finish any conversation, eating, drinking or grooming before entering the classroom.
Gum, eating, drinking, grooming, and conversations not assigned by the teacher are not allowed during class. We need to keep our classroom clean, our minds focused on the subject, and our mouths ready to speak Spanish.
- 3) Respect yourself, others, and their property.
- 4) Obey all school rules.
- 5) Remain seated, and put all non-instructional and distracting items away.
As mandated by the school, electronic devices, including cell phones, are not allowed during class. They must be turned off and in your backpacks during class time. The use of any non-instructional or distracting item is subject to confiscation.
- 6) Listen attentively to your teacher and classmate(s) participating, and follow directions the first time they are given.



Non-compliance may result in the following consequences:

Reminder/Warning

Detention/Referral

Loss of points

One-on-one conference

Contacting parents

Confiscation

These and other consequences may be applied at the teacher’s discretion. (This list is not in any particular order.)

Rewards, on the other hand, may include praise, positive notes, homework passes, and other rewards as teacher sees fit.

Tardy policy

Arriving to class after the bell is considered an “unexcused tardy” unless you have a pass. Excessive tardies may result in school disciplinary action, so make sure to arrive on time.

Homework policy

Homework will be assigned **every day**, including Friday. If applicable, the homework will be stamped for completion the day it is due, and graded during class (there will be times when the homework will be to study, so there will be no physical homework to stamp). Late homework will be accepted only under special circumstances.

Unit packet

Homework, classwork, notes and warm-ups will be submitted at the end of the unit in a unit packet. There will be a checklist posted on the website for you to print (or copy by hand if you are unable to print) and use to put your packet together. You will have to include your scores and add them up, staple the checklist on top of the packet, and have your packet ready to submit at the door the day it is due.

You will have to put your packet in the order given in the checklist, and have somebody double check your scores, and sign that your scores are indeed correct. If a student is caught giving him/herself more credit than he/she obtained, he/she will be subject to academic and/or disciplinary action.

Make-up work

If you are absent, you may find the homework assignments on my website (listed above). You may obtain the rest of the missing work (including warm-ups and notes) from a classmate. Due to the nature of some activities, make-ups are not always possible.

Tests and quizzes

There will absolutely not be any make-up quizzes. If you miss a quiz, the same percentage that you obtain on the unit test or the next quiz will be applied to the quiz that you missed.

Vocabulary and spelling practice

We will have numerous vocabulary lists throughout the year, we will be practicing the spelling of those lists almost on a daily basis, and we will have a vast amount of vocabulary quizzes. Therefore, it is extremely important that you obtain the lists when assigned, that you study them and practice them every day, and that you do not fall behind, as oftentimes it is difficult to catch up once you fall behind. It might become tedious to study so much vocabulary; but, acquiring vocabulary is essential when learning a language, and, without vocabulary, it is extremely difficult to communicate.

Help

If you have questions about the homework or a topic covered in class, you may obtain help during class by asking me, your partner, or your group; by meeting with me for one-on-one help– just see me to find a time that works for both of us; or by attending Link Crew or after-school tutoring. Make sure to ask for help if you need it.

Checking your grade

Grades will be posted periodically on the window outside the classroom. However, your parents and you either have or will have access to your grades on Zangle/Q. It is your responsibility to check your grade on a regular basis. If you need to speak to me about your grade, please see me or send me an e-mail.



I, _____ (name of parent), and my student,
_____ (name of student), have read and understand the guidelines, procedures,
requirements and expectations set forth in Mrs. Bass’s letter, and agree to follow them and do our best to have a great 2014-2015.

Signature of parent/guardian	Student’s signature	Date
Parent’s e-mail address and/or telephone number		Period