



Quitman High School Spanish I Rules and Procedures Sra. Graham

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The objective of this class: To be able to do some basic communication in Spanish (Reading, listening, writing, and speaking) and to learn about the cultures of the Spanish speaking countries.

Learning to communicate in a second language requires:

- A good **attitude** (NO whining, a willingness to try even if result not perfect)
- Your **FULL participation**, (participate in ALL activities, speak Spanish as much as possible)
- Your **FULL attention**, (NO earphones, NO private conversation during lesson, NO sleeping)
- Lots of **practice** both in school and at home
- **Respect** for the teacher, other learners, and yourself
- That you to **come in prepared** for class (do assignments, study vocab, bring binder and writing utensils)
- That you **are on time** (seated when the bell rings), and that you **stay in the classroom.**

Failure to comply with these requirements, will result in

Failure to learn and difficulty in passing the class

1st infraction: warning (noted on my clipboard)

2nd infraction: written up/50 sentences

3rd infraction: 100 sentences/Lunch detention, office referral

*Severe Clause: If student exhibits severe misbehavior, such as open defiance, obscene language and/or gestures, fighting, etc....he/she will be immediately referred to the office.

Grading: If you participate and put effort into it, you should not have trouble passing my class. Remember, I don't GIVE grades; you have to earn them. Not all activities and practice will be graded. The purpose of these activities is to prepare you for when you DO get graded. All tests/quizzes can be re-taken within the 3 week period it was given with points taken off.

Graded activities count as follows:

50% daily assignments (Quizzes count twice, daily practice, participation)

50% tests (tests and projects)

Any student caught cheating will automatically receive a 0 for that work

(Using an online translator counts as cheating. I do not have to see you use it; I recognize it when I read it)

Composition Book: A must have! We will keep this in class. It will have your vocabulary and grammar notes. Will be kept through Spanish 2. **I will do occasional_Notebook checks that will count as a quiz grade.**

Spanish binder: Bring your binder to class EVERY DAY. It will be for hand-outs, returned work, bell work and other things. Keep all graded work in your notebook until you have received your 6 week grade!

Homework will consist of occasional homework assignments and/or assignments not finished in class. Homework is due at the BEGINNING of the next class.

Participation grade: It is based on classroom participation and some assignments that are not graded, but checked for completion. Oral participation is an important part of this grade.

Bell work: There will be a culture fact on the board each day. Keep your bell-work sheets in your binder. It should have your full name and class-period at the top. Date and copy the fact each day. There will be a quiz over these facts every 4-6 weeks. You may use YOUR bell-work sheets for the quiz. The bell-work sheets will be turned in with the quiz.

Projects: I do assign projects occasionally. This will count as a test grade. Some projects will have several grades associated with it.

Absences/Make Up Work: **YOU are responsible to get and complete missed daily assignments.** All make up work is due the day after you return from being absent. If you are absent because of a school related activity, please ask for the work in advance, and have it ready the day you return; you must also arrange with me in advance for a time to make up tests and quizzes.

Late Work: I will accept late work up to two days late. I do subtract 20 points the first day late, and an additional 10 points for the second day.

Test and quiz grades: If you are not satisfied with your test or quiz grade, you may schedule a time to retake the test/quiz before the ending of that 6-week grading period. 10 points will be taken off.

Tutorials: I am available to offer extra help and tutorials at 7:30am and after school till at least 4pm.

Leaving the classroom: It is hard to learn if you are not in the classroom! Take care of personal business on your own time. (Bathroom, turning in papers, phone-calls.etc....) In case of emergencies, I will give you 3 passes to leave per 6 weeks. (I will keep track of these in my grade book) These passes will be used for ANY reason to leave the classroom. If you want to leave to work on another project for another teacher, you **MUST** have that teacher e-mail me to say you may come to their class **BEFORE** you come to my class. (This is, however, not a guarantee that you get to leave) Points will be given at the end of the 6 weeks for passes not used.

Contact me: You may contact me by calling the school, or emailing me at grahamm@quitmanisd.net

Remember: Learning a second language requires your full participation, attention, and lots of practice both in school and at home!

Please return with signatures by _____

Grade if returned with signatures: 100 daily grade

I have read and understand the rules and procedures.

I will treat the teacher, my peers and my environment with respect.

I will not disrupt my own, or other's learning.

I will come to class with the necessary materials and be prepared to work.

I will complete assignments on time.

I will ask for missing assignments if absent.

Student signature: _____

I have read and understand the rules and procedures.

I will make sure my child is prepared with the necessary materials and ready to learn

I will monitor my child's schoolwork and grades and communicate any concerns with my child's teacher.

I will encourage my child to study Spanish outside of class.

I will not call my child during school hours. I will call the office if an emergency arises.

Guardian signature: _____

I will provide a classroom environment conducive to learning.

I will communicate my expectations, instructional goals, and grading system with parents through conferences, progress reports, e-mails, or by telephone.

I will grade each student fairly based on their effort, work, and participation.

I will provide plenty of opportunities to practice Spanish vocabulary, reading, writing, speaking and listening.

I will provide time before and after school for tutorials at least 2 days a week.

I will respond promptly if contacted by parents/guardians.

Teacher signature: _____