

Dear Parent or Guardian,

My name is Annette Scott and I will be your child's Spanish teacher. This is my first year teaching at Castle High School, and I am excited to be here. I am honored to have your child in my classroom, and I am looking forward to an exciting and challenging year. I strongly believe in the importance of parental involvement in a student's education, and I am truly looking forward to getting to know both you and your child.

In this letter I have enclosed a copy of the Classroom Rules and Homework Policy as well as the Student Success Code. Please read these, sign the attached form stating that you read them, and return it no later than this Friday, August 13, 2010. I look forward to teaching your child in a classroom environment that is conducive to learning. I believe it is important to have a classroom in which every student is respected and every student displays respect for others.

Spanish is one of my passions, and I hope to make it a love of your child as well. We will work very hard this year, but I also believe we will have fun in the process. I like to teach in an interactive and involved classroom. With this in mind, I will be taking photos for the bulletin board, for classroom projects, and for the Castle website. Also, we will create skits that I will videotape for classmates to view and review, so I will need your permission to do so. I have put a line on the Rules and Homework Policy form below for you to indicate if I can or cannot take pictures and videos of your child. These will be used strictly for educational purposes.

Please notify me if you have questions, concerns, or news about your child. You may reach me at (812) 853-3331, or at ascott@warrick.k12.in.us. I will respond to your message as soon as possible. This will be a fantastic year, and I look forward to meeting you and your family!

Sincerely,

Annette Scott

Please cut on the dotted line and return the lower portion by August 13, 2010.

****This is the first assigned homework. It is worth 10 points and must be signed and returned by this Friday. ****

I have read and understand the Rules and Homework Policy for class.

Class period _____ Student's printed name _____

Student's signature _____ Date _____

Parent/Guardian's signature _____ Date _____

Parent/Guardian's email and phone # _____

*Please indicate if you have a preferred method of contact

Please sign and date only one of the lines below:

I give Mrs. Scott permission to take photos and videos of my son or daughter as specified above in this letter.

Parent/Guardian's signature _____ Date _____

I do not give Mrs. Scott permission to take photos and videos of my son or daughter as specified above in this letter.

Parent/Guardian's signature _____ Date _____

Classroom Rules & Expectations

Señora Scott

1. Be in your seat by the time the bell stops ringing. Otherwise, a tardy will result. Running to get to your seat is and automatic tardy. School tardy policy and penalties will apply.
2. **You** are required to bring all of your supplies and materials to class everyday—including previous homework and an extra pencil or pen. Failure to do so will result in a tardy if you are sent back to your locker to get such items. In addition to your textbook and workbook, you will need: a 3-ring binder or a folder for handouts; a notebook or loose leaf paper; and 3x5 cards to write out vocabulary words. A jump/flash drive is very helpful when we are working on projects in the computer lab; and for Spanish III, a composition notebook for journals.
3. No other schoolwork is allowed to be worked on unless we are completely done with Spanish class early. Failure to comply: working on assignments from other classes will result in having the materials confiscated for the rest of the day and/or loss of participation points.
4. Be respectful of everyone in the classroom. This includes but is not limited to: getting permission from the teacher to speak; staying on task; keeping your hands to yourself; do not touch, take, or borrow without asking; staying in your seat unless you have permission from the teacher to do otherwise; and do not complain. A failure to respect others in the classroom will be dealt with as deemed appropriate by the teacher.
5. After quizzes and tests there is to be no talking for any reason until everyone has finished. Also, after quizzes and tests there will be no restroom or water breaks. Bring your Spanish book with you on those days because many times after a test or quiz, you will write out the next vocabulary. You may want to bring extra study materials on those days in case you finish early, you will not be allowed to go to your locker to get them.
6. Leaving the class: Each nine weeks every student will be given 3 passes that will allow you to go to the restroom or your locker after the bell has rung. Turn in your pass when you make your request en español. To reward those who are responsible about taking care of non-class business outside of class, any unused passes may be used as bonus points at the end of the grading period.

Homework Policy

1. Homework will be graded frequently. If you want to succeed in this class **ALWAYS DO YOUR HOMEWORK!** I often do a 5 point “homework check.” This is a grade for the work being completely done before the beginning of class. It is a 5 or a 0 based on if the work is complete. I also take up the homework and grade it as well.
2. Even if there is no written homework assigned, you will be expected to review and study all current grammar and vocabulary each day.
3. It is very important that you attend class on a regular basis. Foreign language learning is a building process and if you miss excessive days, it will be difficult to catch up. **STUDENTS ARE RESPONSIBLE FOR CHECKING ON MISSED WORK!** You must check the lesson plan book for each day that you are gone to see what you missed and what you need to do. Please try to do this before the class begins. If there is a test or quiz the day that you return from an absence, you are expected to take the test or quiz if you were there the day it was announced (typically they are announced several days in advance). Otherwise, you will have one day for every day that you miss to make-up tests, quizzes and homework (excused absence) unless you have had an extended illness or absence. Quizzes and tests will be made up before or after school or during Super Study Period/lunch.
4. If you are absent for personal reasons, such as a field trip or family event, you must check with me before the absence if you wish to get credit for the work. Failure to get your assignment before the absence may result in a grade penalty.
5. A note about quizzes and tests: once quizzes and tests are passed out, no talking is allowed unless the student raises their hand and gets permission from the teacher. Any student who talks during a quiz or a test or who acts in a way that suggest they are cheating will receive a 0 for that quiz or test.

STUDENT SUCCESS CODE

1. RESPECT YOUR TEACHER, RESPECT YOUR FELLOW STUDENTS, AND RESPECT YOURSELF.

Communicate positively! Treat others as they wish to be treated. A pleasant atmosphere will make for a more enjoyable class.

2. BE PRESENT AND BE ON TIME.

You can't learn if you don't show up! Attendance is especially important in a language class because the class period is the only opportunity most students have each day to practice the target language.

3. BE PREPARED.

Bring all of your learning materials with you *every day*. This includes your Spanish book, a writing utensil, notebook paper, and current assignments. A Spanish dictionary is helpful especially for writing assignments at home; however, we do have dictionaries in the Spanish classroom for use in the classroom.

4. PAY ATTENTION AND PARTICIPATE!

Come to class with a positive attitude. Complaining and whining will result in a loss of several participation points. (No joke!) Get into the habit of paying attention in class and completing assignments. Learning can be work, or it can be fun. You choose. Students who are consistently positive and consistently try will be rewarded for their effort. I love volunteers!

5. REVIEW AND STUDY ALL CURRENT GRAMMAR AND VOCABULARY EACH DAY.

You must know the vocabulary and grammar to be successful in Spanish. Learning Spanish is a building process. Cramming will not work.

OPTIONS FOR DISCIPLINARY ACTION

1. Verbal warning/conference with teacher.
2. Loss of participation, cooperation, readiness points.
3. Conference with teacher after class.
4. Phone call to parent.
5. Referral to counselor.
6. Parent conference.
7. Referral to Assistant Principal.

Grades will be based on the following and an accumulation of total points:

- a. Daily preparation: Keep a neat orderly notebook and complete assignments on time. Homework is checked on a regular basis.
- b. Class participation: It is very important that you actively participate in all activities. We do a lot of pair and small group work and listen to tapes and CDs. Remember to stay on task, listen attentively, and especially try and use Spanish in class as often as possible.
- c. Quizzes and tests: These will be announced in advance. They will incorporate listening, speaking, and writing.
- d. Projects
- e. Oral assessments
- f. Grades are based on accumulative points. The letter grade percentages are as follows:

A=100-93	A- = 92-90		
B+ =89-87	B= 86-83	B- = 82-80	
C+ =79-77	C=76-73	C- = 72-70	
D+ =69-67	D= 66-63	D- = 62-60	F=60 or below

Web sites: There are web sites with activities that correspond with our text: type in go.hrw.com, and then type in the keyword (exactly as it appears) on the page. Other helpful sites for grammar and vocabulary: learnspanish.com, spaleon.com, Colby ed, Quia Spanish and www.spanishdict.com/reference.

LIFE IS A SERIES OF CHOICES.

YOU ARE RESPONSIBLE FOR YOUR CHOICES.