

Dear Parent or Guardian,

My name is Annette Scott. I teach Spanish III and Spanish IV, and I will be your child's Spanish teacher. 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 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 Friday, August 12, 2016. 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 sometimes videotape for classmates to view and review, so I will need your permission to do so. I have put a line on the 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 sign the form below and return it to me no later than Friday, August 12, 2016.

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 Friday, August 12, 2016.

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

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

Student's printed name _____ Class period _____

Student's signature _____ Date _____

Parent/Guardian's signature _____ Date _____

*Parent/Guardian's email and phone # _____

Please write neatly. *Please indicate if you have a preferred method of contact.

Please sign and date only one of the lines below pertaining to photos/videos:

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 an 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 loss of points on your participation, cooperation and readiness grade. If you are sent back to your locker to get such items, you will have to use your pass or take a tardy—my decision. In addition to your textbook and workbook, you will need: a binder to organize your handouts divided into sections (vocabulary, grammar, culture, handouts, projects); a notebook or paper for taking notes; a flash drive is very helpful when we are working on projects; 3x5 cards or paper to write out the vocabulary, a Spanish dictionary is also useful. Spanish IV students also need earphones and a microphone for Voiceboard (some computers have built-in microphones).
3. During class no other schoolwork is allowed to be worked on unless we are completely done with Spanish class early and you ask me for permission. 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 for the 1st offense. For the 2nd offense—same as the first plus a demerit.
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. At the end of each class period, straighten up your desks, and put your chair under your desk. The same is true in the library. And after fiestas, *everyone* is responsible for cleaning.
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 (at my discretion). 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!** All homework is assigned to help you improve and master the material. I will never give you homework just for the sake of giving homework. I often do a 5 point “homework completion 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 completed or not. I also take up the homework and grade it, it may be graded by computer, or your classmate may check it in class.
2. Always start on your Spanish homework if we finish with the class before the end of the period. 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. Do not merely complete the homework, but you must do **all** of the work that you missed that day. If you only do the homework, you will be missing out on the 50 minutes of learning that took place that day. Note: if you are absent, and I take a grade, you must get it to me the day you return if it was previously assigned, or the following day if you were not in class the day it was assigned. I will not change your grade if you come to me three weeks later, and say, “I was just looking at my grade. I wasn’t here on that day, and I have a 0.” **YOU** are responsible for showing me on time any work that received a grade in the grade book. Everything we do each day is written in the lesson plan book. If you are absent for personal reasons, such as a field trip or family event, please 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. Explanation of grades in the grade book: “z”= did not turn in, or turned in late = 0 points; blank means that student did not turn it in, but it will not count against their grade. I communicate a lot through the grade book for the participation, cooperation, and readiness grade. Please check it regularly.
4. If there is a test or quiz the day that you return from an absence or the day that you were gone, 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 during **Super Study** in the testing room.
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, or uses a cheat sheet will receive a 0 for that quiz or test.** Also, you must write legibly—so that I can read it. I cannot give you credit if I can’t read it.

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 and a demerit. (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! Speak Spanish whenever you get the opportunity, and always do your best to speak Spanish in class. Note: I did not say speak perfectly. Most of us are not native speakers, but if you keep speaking you will continually get better. Do not whine about speaking Spanish or about me speaking Spanish. We are in this together, and we can make it a great accomplishment and a lot of fun.

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.

6. WHO SHOULD RECONSIDER BEING IN THIS CLASS? Those who complain about Spanish being spoken or those who aren't willing to speak Spanish. Also, if you have a tendency to be absent a lot, you may have difficulties in this class.

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 or email 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 audio, videos, etc. Remember to stay on task, listen attentively, and especially try and use Spanish in class as often as possible. Spanish IV is a Spanish-only environment.
- c. Quizzes and tests: These will be announced in advance almost always. 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: (note there are no minuses for the USI CAP grade)

<u>Spanish III & IV</u>	A=100-93	A- = 92-90	<u>Spanish IV CAP</u>	A = 90-100		
B+ =89-87	B= 86-83	B- = 82-80		B+ = 85-89.9	B = 80-84.9	
C+ =79-77	C=76-73	C- = 72-70		C+ = 75-79.9	C = 70-74.9	
D+ =69-67	D= 66-63	D- = 62-60	F=60 or below	D+ = 65-69.9	D = 60-64.9	F = < 60 = F

Internet: Our Spanish III textbook is online. Also, there are many activities online that correlate with our Spanish III and Spanish IV books. There are also many useful, interactive, and fun websites not related to our textbooks where students can practice Spanish. Many times it is as simple as doing a Google search about whatever topic you need help with. Some helpful sites for grammar and vocabulary are learnspanish.com, spaleon.com, Colby edu, Quia Spanish and www.spanishdict.com/reference. There are also many other useful and fun links on my website on the homepage and the links page. If you have a problem with technology, please talk to me ASAP.

LIFE IS A SERIES OF CHOICES.

YOU ARE RESPONSIBLE FOR YOUR CHOICES.