Normas y expectativas de la clase de español

Maestra Griffith

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| **Útiles Escolares - bring this to class EACH day:** * Three-ring binder with 4 sections
1. *Tarea (HW sign sheet on top)*
2. *Hagan Ahora*
3. *Apuntes*
4. *Evaluaciones*
* Covered textbook
* Pencils
* **CHARGED** tablet

**Normas y Expectativas de la Clase** * **EL RESPETO -** This is the most important rule of Spanish class. As a member of our learning community, it is YOUR RESPONSIBILITY to create and enhance the positive environment by showing respect in the following ways:
	+ Arrive to class on time, be seated & begin working on the HAGAN AHORA when the bell rings. Remain seated unless instructed otherwise.
	+ Arrive to class PREPARED. This means your materials are out and ready to use immediately upon entering the room. **You may NOT go to your locker during class time.**
	+ Listen, do not interrupt the teacher or another student when they are talking. Raise your hand to contribute to class discussion or ask a question.
	+ Show kindness and encouragement to students taking risks. Everyone, including myself, makes mistakes. This is how we learn and grow.
	+ Take risks! The best way to learn is to try something new.
	+ Take care of class property by using it correctly, and returning it to proper location after use.
	+ Follow all classroom procedures and instructions the first time you hear them.
	+ Ask questions and/or schedule extra help with me if you are confused, especially **BEFORE** an assessment.
 | * **NUNCA TRAIGAS/HAGAS -** The following items/activities are NOT permitted in the classroom. No exceptions.
	+ NO Food or drinks (except bottled water)
	+ NO Cell phones/iPods - these will be **left in your locker** or will be immediately confiscated. **Tablets are the ONLY technology that will be used in class**. *Any audio/video recording without my permission will be subject to the consequences in the* ***Manasquan BOE policy #5516.***
* **EL BAÑO -** Student bathroom use is limited to the following rules:
	+ 2 students are permitted to use the bathroom in a class period. Students are encouraged to refrain from using the bathroom more than once a week.
	+ Raise your hand to ask permission to go to the bathroom. You may not use the bathroom during instructional time.
	+ You must retrieve/return the blue pass to me.

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| * **LA PARTICIPACIÓN Y LAS ACTIVIDADES DE CLASE**
	+ When you enter my class, you enter EL MUNDO ESPAÑOL. I will be speaking in Spanish up to 95% of class time, so you must pay close attention and ask questions (IN SPANISH) if you are confused.
	+ Participation is a MANDATORY REQUIREMENT of class.
	+ Throughout class, you will be working individually, with a partner or in a group depending on the activity.
	+ **I will always select your partner or group.** All collaborative work should be completed cooperatively and with equal participation.
* **TRAMPAS/DESHONESTIDAD**
	+ Take responsibility for your own work and show what YOU know. *Any copying, cheating, or use of a translation service will result in a 0.*
	+ If I see you participating in any of the following situations during an assignment or assessment, you will earn a 0 with no opportunity to make up the grade:
		- Looking at another person's work during an assessment
		- Talking during an assessment (even if you are finished)
		- Copying
		- Cheat sheets, writing on desks or text messaging.
		- Having your notes around you.
		- **Using technology for translation**, or having an open tablet during

an assessment.* + ***In addition, the assistant principals will be informed of your academic dishonesty and the even will be kept on record, though it will not be handled as a disciplinary issue.***
* **TAREA**
	+ Homework will be assigned and checked daily. Late or incomplete homework will not be accepted. Approximately every two weeks, your checked homework will be calculated into a numeric grade.
	+ All completed homework must be on your desk ready to be checked during HAGAN AHORA.
	+ Occasionally, I will collect and grade a homework assignment.  **You will not know beforehand if the homework will be collected.**
	+ Nightly homework is posted by 3pm on on Canvas, but as technology sometimes fails us, you are REQUIRED to write your homework down as well.
 | * **LAS CALIFICACIONES**
	+ Every item I collect and/or check your work (test, quiz, project, homework, activity, classwork) will be assigned a point value.
	+ Your marking period grade will be determined by:

 total pts earned/total pts possible* + All grades will be posted in Genesis in a timely manner. At a minimum, grades will be updated on the 15th and 30th of each month.
	+ All missed work will be identified as Missing in Genesis.
	+ In the event of an absence, you will have **ONE WEEK** to make up any missed work. It is YOUR RESPONSIBILITY to ask for it and/or schedule time to make up the work. After a week, the missing grade stays a 0.
* **AUSENCIAS** After an absence, please use the following procedures to catch up with the class:
	+ Review Canvas for assignments
	+ Ask your partner what you have missed.
	+ Speak to me/email me to schedule make-ups or extra help if necessary. **DO NOT DO THIS DURING CLASS TIME.**
* **AYUDA EXTRA**
	+ Study Hall (Block 3C): By appointment in the auditorium
	+ PM: Tuesdays in room 203/other days by appt.
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| * **Asuntos Miceláneos**
* All students are required to use your Manasquan email address when contacting me, NOT a personal email.
* Follow all school rules while in my classroom (i.e. no headphones/cell phones, hoods/hats, book bags/backpacks etc).
* Be physically and mentally present in the classroom.
* Put forth your best effort at all times.
* Stay positive! Learning a language can be challenging, and at times you may get frustrated. I will make sure that you understand everything, and as long as you are focused and paying attention you will catch on.
* Come and see me if you find you are having difficulties. I am always available to students who are taking this initiative and showing responsibility for their learning. DO NOT WAIT until the end of the marking period or semester.
 | *At any point in the year, modifications can be made to these expectations. I will inform you of modifications in class and by sending home paperwork to be verified by students and families.*#frases inspiradoras - la mejor manera de ser original es ser tú mismo... - Publicar El Salvador: #frases inspiradoras - la mejor manera de ser original es ser tú mismo... - Publicar El Salvador |

Please keep these expectations in the front of your binder to use as a reference throughout the course.

Estimadas Familias:

¡Saludos! My name is Allyson Griffith and I am your student's Spanish teacher this semester. I am excited about the opportunity to work with your student and I am looking forward to a productive and successful semester. Collaboration between all stakeholders (students, parents, and teachers) is critical for student success, and I welcome you to be an active part of your students' learning by contacting me with any questions, comments or concerns that arise during the course of the semester. I will be contacting you as well to celebrate your student or inform you of any important information. You will have access to your student's attendance record and grades through the parent portal of Genesis, our online system, and any other information is available via Canvas. You can also reach me by email at agriffith@manasquanboe.org.

Please fill out the information below, detach it and have your student return it to me on **THURSDAY 26 JANUARY 2017.**

Sincerely,

Allyson Griffith

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By filling out the following information and signing below, both students and parents/guardians confirm that they have **read, understand, and agree to comply** with the expectations and procedures outlined in the class expectations.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Phone Number (most used):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of contact (circle one): phone email

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_