

Dear Parents/ Guardians and students,

Welcome to the 2016-2017 school year! I am excited for this year, and I am looking forward to a successful one. In this letter I have included a list of rules and guidelines for my Spanish class, as well as a list of supplies needed for the class. I ask that you sign and return the bottom portion stating that you understand the policies for this class by Tuesday August 23rd. Throughout the year, if you have any questions or concerns, please contact me via email at [mann@ogschool.org](mailto:mann@ogschool.org)



### Course Description:

Spanish 2 is a broad based course designed to introduce the student to all aspects of foreign language study. Grammar, reading, writing, speaking, and listening skills are included. Cultural information is provided and taught throughout the duration of the course. Students will do research on various cultural topics. This is achieved by groups, partners, and individual practice dependent on the subject. Emphasis is placed on conversation, vocabulary and correct usage of the language. Correct pronunciation and oral proficiency are primary goals. This requires a daily emphasis on listening and speaking. The classroom experience will provide an appreciation and development of cultural awareness through various readings, media resources and authentic materials.

### Grading:

Throughout the year students will be evaluated in different content areas including listening, speaking, reading, and writing. Because Spanish builds on previous knowledge, it is important that students complete each lesson and assignment so they do not fall behind. Students are expected to complete all homework and assignments on time. Quizzes and tests will be given regularly throughout the year. Projects will also be assigned periodically. Students will be informed how each project will be evaluated. Please remember that **GRADES** are **EARNED** and not **GIVEN**.

### Homework Policy:

- Homework is assigned daily and due the next day.
- Make-up work is **YOUR RESPONSIBILITY** to get after absent
- Late work is accepted and students can complete for ½ credit at any time
- Students will be given 2 warnings without any penalty. On the 3<sup>rd</sup> and subsequent late/missing assignment each trimester, students will be given an Academic Detention.
- If caught cheating, you will receive a zero and a detention will be written.
- Due dates and major tests will be announced in advance.

### Participation:

Students must actively participate in class in order to master the Spanish language. Class participation includes such factors as attendance, punctuality, preparation, maintenance of Spanish notebook, participation in classroom activities, cooperative attitude, good attitude, use of the language even if it's mispronounced. **You must use it to learn it!!!**

### Tests/Quiz Make-up Policy:

Students are aware of quiz/test dates well in advance. Prior experience shows that students generally do much better taking the test on the scheduled day than when taking the makeup. It is very important that students make their best effort to come to school on a test day. If a student plans to be out of school on the day of a scheduled quiz or test, arrangements for the makeup should be made prior to the absence. If a student misses a test or a quiz, he/she must schedule a time to take the makeup. It is the student's responsibility to meet with me to schedule makeups. Makeups can be taken during lunch or before school on any day but Tuesday.

## Classroom Rules:

The rules in my Spanish classroom are no different from any other 8<sup>TH</sup> Grade classroom and all OGS rules as set forth in the handbook are enforced. To make it simple: refrain from engaging in activities that impair students from learning or me from teaching. Detentions will be issued as necessary for inappropriate behavior. Students need to ask themselves three simple questions in order to monitor appropriate behavior.

- ✓ ¿Es simpático?
- ✓ ¿Es necesario?
- ✓ ¿Es la verdad?

These three rules will always be posted in the classroom for students to remind themselves of respectful behavior.

## Appropriate Websites:

- [classzone.com](http://classzone.com)
  - This is the website that comes with the book. Students can find flashcards with audio on this website along with a practice quiz for each chapter.
- [studyspanish.com](http://studyspanish.com)
  - This website has a lot of grammar information and extra examples.
- [quizlet.com](http://quizlet.com)
  - Students can find vocabulary flashcards for each chapter on this website and the website will make practice quizzes.
- [wordreference.com](http://wordreference.com)
  - This is an excellent online dictionary. It distinguishes the different possible definitions of words and often provides context. It will also show all the different tenses and conjugations of any verb.

Students are **not** allowed to use online translators. Using online translators like Google translate is considered cheating and, therefore, a violation of the academic integrity policy. An online dictionary, however, is not considered a translator. The difference is that with a dictionary, a student is looking up a word or a conjugation one at a time and putting the sentence together. With a translator, the website does all the work.

## Extra Help:

If students have questions or feel that they are struggling, they are encouraged to come to my extra help. Extra help is offered in the mornings or during recess/lunch by making an appointment. It is the student's responsibility to communicate the need for extra help; I cannot always assume or take a guess that a student is struggling.

I am so excited for a wonderful year of learning and teaching!

Thank you,

Señora Mann

Please sign and return the following page by Tuesday August 23, 2016.

## Policy Letter:

By signing below, I agree that I have read and understand Señorita Mann's rules and expectations for the 2016-2017 school year.

Student's name (print): \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name (print): \_\_\_\_\_

Parent/ Guardian signature: \_\_\_\_\_ Date : \_\_\_\_\_