Español II

CLASS PROCEDURES

**WELCOME** to Spanish! Please read what will be expected of students in this course and return bottom section to me, signed by Friday August 29, 2014. **Student keeps upper portion for future reference in their notebook.**

The state curriculum for Spanish is very demanding, especially in terms of the grammar to be learned. Learning a Foreign Language is a sequential process, so it is crucial that students master each topic in order to be able to proceed to the next ones. **If they do not, they will soon become lost!**

As more and more **vocabulary** is studied it will be increasingly difficult to remember all of these words. Therefore, students are required to keep a list of all new vocabulary in a special section in the front of their notebook. These lists are to be kept for the entire course and need to be reviewed regularly so as to retain the material. **There will be regular vocabulary quizzes on these lists**.

**RATIONALE**: The curriculum is based on and moves beyond the progress indicators described in the North Carolina World Language Essential Standards along with the American Council for the Teaching of Foreign Language (ACTFL)’s Standards for Foreign Language Learning in the 21st Century. A comprehensive set of language skills will be developed and used for effective communication.

**These skills are known nationally as the 5 C’s or Communication, Culture, Connections, Comparisons, and Communities.**

Within the World Language Essential Standards, Communication has been delineated into the three modes of Communication (Interpersonal, Interpretive, Presentational) and, with Culture, comprise the four Essential Standards for World Languages. The other three national standards are encompassed in the strands:

* Connections to Language & Literacy (CLL)
* Connections to Other Disciplines (COD)
* Communities (CMT)

For more detailed information about the standards, please review:

<http://www.ncpublicschools.org/docs/acre/standards/new-standards/foreign-language/world-language.pdf>

**HONOR CODE:** The exchange of information between students or use of unauthorized aids during a quiz or exam constitutes cheating and will not be tolerated. Plagiarism is another form of cheating and this applies equally to electronic, print and verbal sources. **The use of translation websites is also considered cheating**. Our school Academic Integrity Policy is rigorous on these issues and offenses will be dealt with severely. There are serious consequences for cheating and the use of translators is strictly prohibited. If caught with a cell phone open, in use, or in hand during any kind of testing, it will be treated as cheating.

**MATERIALS: A** 3-ring binder is mandatory for this class, as well as a **flash drive**, a blue or black pen, pencil, any handouts given in class and paper. Binders will be checked twice a month and it will count as a quiz grade. You can choose to leave it in the room but I will not be responsible if it gets lost or stolen. You will also need 5 dividers to organize your binder. I will tell you how to organize it the first week. All

students MUST have their school supplies by Friday, August 29th. If you choose not to bring them you will receive a zero. They are necessary to be successful in this class.

**CLASS PARTICIPATION** is crucial in learning and understanding the material. Participation includes the four main principles of language study**: Listening, Speaking, Reading and Writing.**

**WORK EXPECTATIONS:**  All classwork, projects, webquests or homework assignments are to be completed individually unless noted by the teacher as group work. These assignments are to be completed by the due date and turned in at the beginning of the class.

The world languages department will provide opportunities for students to complete missing assignments and/or redo assignments during the instructional day throughout each semester (i.e. **Performance and Achievement System for Success (PASS.)**

**Missing Work/Redo/Retake Policy**

As LCHS strives to adhere to the *High Schools That Work* (*HSTW*) Key Practices, students at Lee County High School will be *required* to complete/redo any work (test, quizzes, assignments, etc.) that does not meet the basic standard of 70%.  However, students have the *option* to redo any assignments on which they have earned over 70% as well, but a redo ticket is required, and should be completed by the student. Everyone is eligible for retakes and redos. Students who achieve at high levels on an assignment are also allowed retakes.

When students fail a quiz, test or project, the student will be required to complete a Retake Ticket (see Retake Ticket attached to Handbook.) The Retake Ticket requires that students reflect upon how they prepared for the original assessment, describe how they’ll prepare differently for the retake, and include requirements and due dates for completion. Teachers may require parent signatures on the form or an informal meeting with the student.

Each department will provide opportunities for students to complete missing assignments and/or redo assignments during the instructional day throughout each semester (i.e. **Performance and Achievement System for Success (PASS.)**

**Steps in Addressing Missing Assignments/Redo/Retakes:**

**Level 1:** Student/teacher conference: a discussion will be held when a student misses or fails (scores below 70) an assignment, and a redo ticket will be issued by the teacher.  The teacher will set a new due date and arrange for the student to attend PASS with all necessary assignments. WL Department decided to create the ticket as a Google Form so you will have to fill it out online and sign it electronically.

\*If a student completes the assignment prior to the assigned PASS time the student will not be required to attend assigned redo session.\*

**Level 2:**  Parent Contact: If the student does not complete the missing assignment or redo ticket assignment by the new due date the teacher contacts the student’s parents or guardians and sets a new due date.

**Level 3:**  Student/teacher/counselor, Jacket Sting advisor and any other essential school personnel who are connected to the student are invited to the conference. (EC, ESL, Academic Enrichment, Curriculum Assistance teacher, Coach, etc.)

Purpose of Meeting: to determine why the work is being left undone. Personalized Education Plan may be completed. Contact with grade-level principal will be made.

**Level 4:**  Administrator/student/parent/teacher conference is scheduled to create an action plan for completing work.

**Level 5:**  Parent/Teacher/Student conference is scheduled-review and adjust plan for completing the work. Contact by email needs to be made with grade-level principal regarding plan for completing work.

**Level 6:**  Crisis Intervention Level -All school personnel involved with the student are included in the meeting, along with the student and parent. Interventions may include consideration for placement at the alternative school for additional support.

**ABSENTEE EXPECTATIONS:**  To be counted present you have to be in class 51% of the 90 minute period. If you know that you will miss class for **ANY** reason, you are still responsible for homework, quizzes, test, etc., when you return to class. Ask ahead of time for assignments.

Students who are absent must complete any work they have missed within 3 days. Work not completed during the time allowed will be considered as missed work and you will have to fill out a ticket and meet with your teacher.

**Unexcused tardy policy**

* 1st tardy - warning
* 2 tardies – referral for 3 days of lunch detention in ISS or after school detention for 90 minutes
* 4 tardies– referral for 1 day ISS
* 6 tardies – referral for 1 day OSS

**GRADE DISTRIBUTION:**

Vocabulary/Grammar  15%

Listening            15%

Speaking            20%

Reading/Writing       20%

Projects/Webquest       30%

**CELL PHONES:** In 2014-2015, students will not use cell phones **for non-instructional purposes in classrooms**. Students can use cell phones in designated areas on campus to include the courtyard, cafeteria, and sidewalks. Phones should not be used inside anyinstructional building during regular school hours**. If the cell phone is on during any kind of testing, the school policy for cheating will apply.**

**CLASSROOM DISCIPLINE:**

* According to school policy, eating food, chewing gum, or drinking inside the classroom or hallways is not permitted (except water). No exceptions.
* Remain in your seats until dismissed by the instructor.  Remember, the bell does not dismiss you, the teacher does.
* Raise your hand when answering/asking questions.
* No cell phones in the classroom or hallways. No other electronic devices or headphones. Since this is a language class, we will use headphones and microphones when we work on speaking or listening activities. I will let you know when to bring them or you can store them in the cabinet in a plastic bag with your name on it. If you don’t have any, please let me know so I can provide some for you.

**AVAILABILITY OF EXTRA HELP:** I am available for extra help every day except Friday after school and in the mornings before school.. Please encourage your child to seek help as soon as he/she experiences trouble, don’t wait until he/she makes a poor grade on an assignment!!

I am looking forward to teaching and getting to know your son/daughter. Spanish II class should be interesting and challenging. Please call me or email me at (919) 776-7541 ext. 2582 any time after 3:00 p.m. and I will be happy to return your call. My planning period during this semester is second block so I will be available from 9:41 a.m. to 11:11 p.m. or send an e-mail to dosegueda.ls@lee.k12.nc.us

Please sign the last page and return to me by Friday August 29th, 2014. For future references, you MUST keep these class procedures in your binder at all times.

***PLEASE LET ME KNOW IF YOU NEED EXTRA HELP! TAKE RESPONSIBILITY FOR YOUR FUTURE.***

Please sign and return to me by Friday August 29, 2014. For future references, you MUST keep these class procedures in your binder at all times.

Sincerely,

Daniela Osegueda

Spanish Teacher

I have read the letter that explains the rules and procedures in Srta. Osegueda’s class and I understand all of them.

Parent/Guardian Print Name:

Parent/Guardian Signature:

***Student Print Name:***

***Student Signature:***