**Classroom Guidelines           Spanish I-B             2017 – 2018**

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**Classroom: 1116**

**Office phone number: 425-837-7792**

**Office room number: 1410 C**

WORLD LANGUAGE TIPS:

*This is fun…Relax, don’t worry about things as much and simply have faith in yourself and never give up… I strongly believe that in order to learn anything you have to make mistakes. If you are perfect and never make a mistake; it’s not your fault, it’s mine. So don’t worry, I’m going to do my best to make you squirm and make mistakes from time to time. In order to find success, you have to stick with it! Learning a foreign language requires constant practice, repetition, and written and oral self-preparation. If you can keep the faith in yourself and learn to trust in me and my methods, together we will get you through this and help you find a great deal of success.*

**CLASS ATTENDANCE:**

When you are in school you are expected to attend this class. Try your hardest to not be late! See the student handbook for school policies regarding tardiness.

**ABSENCES AND MAKE-UP WORK:**

It is **your** responsibility to request any make-up work. Tests or homework assigned before your absence will be due the day of your return.  All assignments, handouts, and some class notes will be posted on my website, as well as in the classroom well in advance.  Check the calendar for links to assignments and check links through the Spanish 1B daily blog for notes and handouts.

In cases of extended illness, you will be given the number of days you were absent in which to complete work missed during your absence. Work assigned prior to your absence is due the day of your return. This will include any tests and quizzes.

I also expect you, when absent due to appointments of any nature (dental, medical, funerals, etc.), to obtain work prior to the class you know you will be missing. When missing a class due to a planned school activity (e.g. student council meeting, field trip, sports practice, etc.), you are responsible for contacting me for make-up work at least one day in advance of the activity.

Student Initials Parent Initials

**MATERIALS:**

Please come to class and be ready to get started with all necessary supplies as soon as the bell rings. This includes having all the materials you will need for the class period (e.g. text, notes, workbook, readers, supplies, etc). I will expect that you come to class prepared with the following items every day:

*NOTEBOOK:*

You do **not** have to have a separate notebook specifically for Spanish this year, but rather you must have either an independent binder or a section within another notebook specifically assigned to this class. Just like in Spanish 1A, you will be holding onto materials throughout each unit and turning them in at the end of the units.

*PENS:*

Just like last year, it is expected that you have access to multiple colors of pens or highlighters to help you take more thorough notes and help you connect ideas throughout layered and sequential notes.

*NOTECARDS*:

Having notecards that can be turned into flashcards is not *absolutely* essential, there are other means to achieving the same goal, but you are going to be needing a great deal of individual cards that can be made into flashcards for studying vocabulary. Along with this, you are going to need to have a number of binder clips or rubber bands so that you can keep these flashcards organized and separate the multiple sets that you will have.

Student Initials Parent Initials

**CLASS WORK:**

Homework is not assigned every day, but there should be studying done EVERY DAY. You are expected to do whatever is being asked of you during class. The homework will always be checked (at least) electronically, and it must be completed and corrected in order to receive your homework credit. Most homework assignments will be done through the text series website ([www.vhlcentral.com](http://www.vhlcentral.com/) – there is a link on my website too), however, from time to time you will be given assignments in class that will have to be done by hand and physically turned in the next school day.

Student Initials Parent Initials

When turning in daily homework through the Descubre website, you should leave yourself enough time to complete the assignment and turn it in ahead of time to prevent any technological glitches.  Your assignments are time-stamped automatically when they are submitted to the website.  In order to prevent any loss of points and/or credit, make sure to post assignments well ahead of midnight on the date the assignment is due. There will not be any credit awarded to work submitted after midnight, nor will there be any discussion regarding extenuating circumstances unless I (as previously stated) had been provided with prior knowledge of the issue. There will be an opportunity to review homework each day following an assignment, which is why it is absolutely imperative that your homework is done nightly. Every homework assignment that is collected electronically will either receive full credit or no credit.

Student Initials Parent Initials

In class each day, you will be assessed on your participation and effort in class. You will receive feedback about your participation and effort in class in hopes of trying to encourage more participation. You will receive plenty of opportunity to have an open conversation with me in regards to this grade. However, you must remember that I am looking for effort and on-task participation, so as long as you can clearly demonstrate this, you will be receiving credit each day. We will discuss this further over the next few days and with parents during Curriculum Night.

Student Initials Parent Initials

**GRADES:**

All tests and other activities (quizzes, speeches, dialogs, projects etc.) to be graded are announced in advance.  I will make an announcement about them and they will also be marked on the calendar within the Spanish 1B blog so that you are aware well in advance and can make me aware of any possible conflicts ahead of time. I will also have the weekly lessons, assignments and assessments posted on the class agenda in the front of the classroom.

Daily Work (includes homework) – 20%

Participation and Speaking – 30%

Quizzes and Tests – 40%

Final Exam – 10%

Please remember that it is our department policy to not offer *any* form of extra credit, and although it is possible, do NOT count on receiving any extra credit at any point throughout the year. By this point, you should all know my stance; that the grade you receive is a representation of your body of work from throughout the entire year, so you need to keep at it and work for it, rather than just hope that I offer some kind of extra credit to “save” your grade.

Student Initials Parent Initials

**TEXTBOOKS:**

Spanish I students have a textbook as well as access to the online workbook!

**PARENT CONTACT:**

I believe your parents are interested in and concerned about your progress in this class. I will do my best to contact your parents at random unless there is something that needs immediate attention. If you find that you are struggling academically, **PLEASE come see me for help**, pull me aside after class, visit me in my office or send me an email. You need to be aware that I will be communicating with you in class, via my blog, and also through the Class Dojo app that I use to track your participation. This is important to understand so that you can find a way to get the most detailed feedback on all areas of your success and areas where you need work in my class.

I have read the Spanish I class guidelines and will contact Mr. Gardner if I have any questions or concerns.

Student printed name

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*\*\*You have until Friday, September 8th, 2016 to have initialed, signed and returned this syllabus to Mr. Gardner\*\**