

Bienvenidos (welcome) a su clase de español. In our Spanish class, we will be doing different types of activities to help us practice and acquire our Spanish, such as reading, writing, using resources online, etc. Participation is indispensable in our class, even if you feel that what we are doing is silly, childish, embarrassing or repetitive.

Be prepared to be frustrated at not being able to understand something the first time, or not being able to express a thought. Be patient; it is a normal part of the process. Learning a new language takes a lot of patience, work, effort, practice and courage. Do not be intimidated by mistakes because, just like in learning a first language, mistakes are inevitable in the process of learning a new one. Practice and good attitude are essential.

Below is some general information for our class. Please make sure to have your parent(s)/guardian(s) read the letter, and sign and detach the receipt below. I will collect the receipt at the door before class tomorrow; so, please, have it ready to submit.

Gracias, and let us have a great year,
Profesora Bass

Materials recommended:

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| 1) Lined white paper | 5) Your Spanish workbooks* |
| 2) A pencil, an eraser and a pencil sharpener;
and/or a non-red pen – you may use either pen or pencil | 6) Whiteboard* |
| 3) At least two low-odor dry-erase markers (just in case one runs out) | 7) Rag to erase whiteboard* |
| 4) Textbook | *Handed out by me in the beginning of the semester |

Grade composition: Your grade will be based on the following percentages and scale:

Tests: 20%	90-100%: A
Quizzes: 20%	80-89%: B
Homework: 10%	70-79%: C
Classwork and participation: 15%	60-69%: D
Notes and warm-ups: 10%	59% or below: F
Benchmarks and final exam: 10%	
Projects and presentations: 15%	

Classroom rules

Remember that you are here to learn. Therefore, the following behavior will be expected of you every day:

- 1) Be on time and prepared.
You must be in your seat when the bell rings, and have your textbook with you every day.
- 2) Show respect to yourself, others, and their property.
- 3) Finish any conversation, eating, drinking or grooming before entering the classroom.
Gum, eating, drinking, grooming, and conversations not assigned by the teacher are not allowed during class. We need to keep our classroom clean and our mouths ready to speak Spanish.
- 4) Put all non-instructional and distracting items away.
As mandated by the school, electronic devices, including iPods and cell phones, are not allowed during class. The use of any non-instructional or distracting item is subject to confiscation and detention.
- 5) Obey all school rules.



Non-compliance may result in the following consequences:

Reminder/Warning

Detention/Referral

Loss of points

One-on-one conference

Contacting parents

Confiscation

These and other consequences may be applied at the teacher’s discretion. (This list is not in any particular order.)

Rewards, on the other hand, may include praise, positive notes, homework passes, and other rewards as teacher sees fit.

Tardy policy

Arriving to class after the bell is considered an “unexcused tardy” unless you have a pass. Excessive tardies may result in school disciplinary action, so make sure to arrive on time.

Homework policy

Physical homework (there will be times when the homework will be to study) will be stamped for completion the day it is due, graded during class and collected afterwards. Late homework will be accepted for partial credit only under special circumstances.

Notes and warm-ups packet

Notes and warm-ups will be submitted at the end of the unit in a packet. There will be a checklist to use to put your packet together. You will have to include your scores and add them up, staple the checklist on top of the packet, and have your packet ready to submit at the door the day it is due. If a student is caught giving him/herself more credit than he/she obtained, he/she will be subject to academic and/or disciplinary action.

Make-up work

If you are absent, you may find your missing assignments on my website (listed above). You may obtain anything not listed on the website from a classmate. Due to the nature of some activities, make-ups are not always possible.

Tests and quizzes

The tendency to be absent on days of quizzes and/or tests could result in the student having to take an assessment different than the rest of the class.

Vocabulary and spelling practice


Acquiring vocabulary is essential when learning a language, and, without vocabulary, it is extremely difficult to communicate. Therefore, it is recommended that you study and practice every day, even if it just watching TV and listening to music in Spanish.

Checking your grade

Grades will be posted periodically on the window outside the classroom. However, your parent(s)/guardian(s) and you either have or will have access to your grades on Q, our grading system. It is your responsibility to check your grade on a regular basis. If you need to speak to me about your grade, please see me or send me an e-mail.

Help

If you need help beyond the classroom, you may see me for extra help at a time that is convenient for both of us (see me or e-mail me to figure out what time works), or by attending Link Crew or after-school tutoring. Make sure to ask for help if you need it.

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I, _____ (name of parent/guardian), and my student,
_____ (name of student), have read and understand the guidelines, procedures,
requirements and expectations set forth in Mrs. Bass’s letter, and agree to follow them and do our best to have a great school year.

Signature of parent/guardian

Student’s signature

Date

Parent’s e-mail address and/or telephone number

Period