

CLASSROOM **EXPECTATIONS**

- Listen with the intent to understand.
 - One person speaks, the others listen.
 - Do your 50%. Play the Game.
 - Signal if you don't understand.
 - Sit like a student.
 - Track the speaker.
- ¡1-2-3 No INGLÉS!

Office Hours

Wednesday Afternoon, 3:20-4:00

Thursday Morning 7:30-8:10

Appointments as needed, just talk to me.

CLASSROOM **PROCEDURES**

Procedures are ways of doing routine

activities that help the classroom to run more smoothly so that we can focus on learning.

Procedures are not exactly rules, but repeated disregard of procedures will affect learning in the classroom. There are several specific ways we do things in this class and you will learn them during the first weeks of school. *You will be tested on the procedures* and we will review them from time to time if we seem to have forgotten them. Here are a few key classroom procedures:

Before Class Officially Starts:

- Line up outside the door to get your seating card
- When you enter, get glue, scrap paper, scissors.
- Check the smartboard (*Pizarra*) for your *Para Empezar* (Starter)

Tardies : You are considered tardy if you are not **in your seat by the time class begins.**

More than 3 tardies per trimester will result in community service time during break or office hours. Any time you arrive late to class, seat yourself quickly and quietly, say "**Lo siento**" (I'm sorry)—not because it is a terrible thing, but because you have disrupted the class a bit and have dishonored your own learning time. You are responsible for making up any activity that you missed.

During Class:

- When class begins, work quietly on the daily warm-up activity, the "*Para Empezar*" (Starter).
- Raise your hand if you have a question.
- When I chime the chimes, drop your pencil and be ready to listen and participate.
- Use the stop or **¡No entiendo!** (I don't understand!) gesture (hand over your head) when you don't understand what is said.
- Use the **¡Más despacio, por favor!** (Slow down, please!) gesture (pet the back of your hand) when someone talks too fast.

At The End of Class: INSPECCIÓN Class is not over until I dismiss you. Until that time, please stay in your seat.

1. WAIT to hear the word INSPECCIÓN.
2. Put everything away where it belongs.
3. Do your end-of-class job if you have one.
4. CLEAR THE FLOOR! NO SCRAPS!
5. Arrange your chairs neatly.
6. Return to your chair or workspace.
7. Someone will cue me (LISTOS- ready) and I will graciously say “Gracias por aprender”. (Thank you for learning)
8. You will thankfully say “Gracias por enseñarnos” (Thank you for teaching us)
9. I will kindly say “Chao, Gracias” (Good bye, thank you.)
10. Then you can go!

Absences: If you miss class, you need to do four things:

- 1) Do one make up assignment for each missed class. (Directions are pasted in the back of your notebook, also posted on Canvas) Assignments are due **within a “reasonable” amount of time of the absence, usually about a week.**
 - 2) Look on Canvas for any assignments or readings you can do from home.
 - 3) Come to office hours for a brief meeting to show me your make-up work.
 - 4) When you return, check the daily records book for any handouts. (Be sure and thank the record keepers for doing such a great job of helping you!)
- ★ If you know you are going to miss several classes ahead of time, come see me before you go!
 - ★ Missing make-up assignments will result in a 0 for each class missed on your Daily Engagement.

Speaking: This is a language class and we will work on speaking in SPANISH in class most of the time—90% is the national standard—that means that the teachers should be speaking in the language most of the time and so should the students. **Control your English interruptions!**

Here is how we manage questions:

If the teacher asks in Spanish students answer in Spanish.

If the teacher asks in English, students can answer in English.

Puntos: I award puntos. They are for the whole class. I award myself puntos if the class is not on task. **You can earn FIESTA days with your puntos.** I reserve the right to rescind (take away) all puntos and fiesta days and/or alter or change this system.

Trash: A clean room is a happy room. If you have trash calmly get up and go throw it away—just don't cause a scene. Same with kleenex.

Substitutes, Observers and Guest Teachers: There will be times when I will not be teaching. Please cooperate with the substitute. Be aware that substitute teachers may not be proficient in Spanish. Treat observers with respect.

Classroom Jobs: There are many jobs that are necessary to keep the classroom going. Most students will have a job assigned to them that will help things run smoothly and to show that we are all in this together. We want involved students, not passive ones.

Missing/Late Work Life sometimes happens. An occasional late homework will be accepted as long as you:

- Fill out your class citizenship log.
- If the assignment affects your ability to participate in the daily activities, your daily participation grade will be affected.
- Frequent missing/late work will result in mandatory office hours to make up the work and/or conversations with your families to get you back on track.

Turning work in: Work goes in the in-box with your class name/color unless otherwise directed.

Hard Deadlines: Because I also have deadlines, work turned in after the Hard Deadline (which I will communicate) can not be accepted.

Test Retakes: Everyone learns at a different rate. You are welcome to retake almost any test when you feel like you are ready to do so, as long as it is before the Hard Deadline of the trimester.

You must:

- **Communicate** with me that you are going to retake it before you come to office hours (so I can make sure I have the materials ready for you).
- **Study.** You must communicate your plan to study with me.
- **Keep your appointment with me.**
- I will take the best score and throw out the worst.

BEING PREPARED: You are expected to bring a pencil (or pen), your notebook, a folder, any assigned homework, and your planner to class **EACH DAY**.

- Unprepared? You will be asked to sign a log for each day that you are not prepared, and that will be reflected in your CITIZENSHIP grade.

If you have a concern about something, please see me after class or write me a short note.

Please don't blurt out in class. I will listen to you at the appropriate time.

Grades: Grading Criteria

20% Language (Interpersonal) Communication

(See rubric), notebook work, assignments as needed

70% Assessments

Reading and listening comprehension (50%)

Writing and Speaking (20%)

*You can **almost** always retake a test. Quizzes are not announced. Writing will be graded about once every month or so.*

10% Citizenship

Preparedness

GUIDELINES DURING STORYTELLING:

This is how to get the most out of Spanish class activities. These are not exactly rules, but students that disregard these guidelines will not be fully participating, this will affect the learning in the class. Repeated disregard will begin to affect learning.

- **Anything can happen in Spanish class!** *¡Todo es posible en la clase de español!*
- **No English** during storytelling. We do not want to break our concentration in Spanish with side comments in English. (Exception: When I cue “Ayúdame”, to suggest a new detail or fact.)
- **Raise your hand** if you must say something in English and ask for permission to speak in English.
- **Talking to a neighbor in any language is not allowed during stories.**
- Once a fact (it can be imaginary) in a story has been established, it cannot be argued, debated, changed or one-upped.
- **If I tell the class something, act as if you believe it is true.** Show your amazement by *oohs* and *ahhs* or other appropriate expressions.
- You are expected to participate fully.
- If I ask a question which reviews an already-established fact, everyone should either answer or give the *¡NO ENTIENDO!* signal.