

Policies and Procedures

Welcome, class! I hope everyone had a wonderful summer and is ready for an exciting new school year. This is going to be a challenging, yet rewarding, journey that we are going to be on together. I know without a doubt, if you work hard and do your best in our class you will be successful.

Materials Needed:

Pens/Pencils
ChromeBook/charger
Google Classroom Access
Folder/Binder - if wanted but not required

1. Grading system:

- **Classwork:** 30% - consists of class assignments and quizzes
- **Participation:** 30% - class participation, on task, use of class time
- **Warm-ups and Homework:** 10% - daily warm-up and homework.
- **Major Assessments:** 30% - All tests and projects
Major Assessments will always be announced in advance.

2. Classroom Rules:

1. Be in your **assigned seat**, working on your **Ahorita (warm-up)** assignment when the bell rings.
2. Bring all required materials to class (**Pen/Pencil, Chrome Book, charger - Every day!**)
3. **Respect** yourself, your teacher, your classmates, and the subject matter.
4. Follow directions the **FIRST** time they are given
5. Follow all procedures in the HHS Handbook

Consequences for not following the classroom rules

1st infraction – Verbal warning and documentation

2nd Infraction – Documentation of 2nd offense

3rd Infraction - Teacher detention and call home

4th Infraction - Administrative referral and call home

Severe Disciplinary Infractions: Immediately sent to office, a referral and a call home.

3. Classroom Procedures:

a. Entering the classroom:

1. Enter the classroom quietly
2. Sit in your assigned seat
3. Complete your Ahorita - warm up.
4. If homework was assigned -open it up
5. Be prepared to participate in reviewing the Ahorita
6. Review the agenda for the day - usually posted on the board with the Ahorita

b. Ahoritas(warm-up)

1. "Ahorita" means "right now" in Spanish.
2. Ahoritas are to be completed **immediately** upon entering the classroom.
3. Everyday, I will have an Ahorita assignment posted for you on the board or Screen.
4. Ahoritas will be checked for a warm-up grade.

c. When you are late to class:

1. Come in quietly
2. Take out Spanish materials and begin the assignment. If you do not have the materials – WAIT. Ask the teacher for help after she is finished speaking.

1ST LATENESS = TEACHER DETENTION AND CALL HOME.

2ND LATENESS = TEACHER DETENTION AND CALL HOME.

3RD LATENESS = VP REFERRAL

d. Homework policy:

1. Homework counts as 10% of your final grade.
2. There will be homework on a weekly basis.
3. Homework is **not accepted late**.
4. If you are absent, you will be given 1 day per absence to make up the homework. After that time, the assignment may not be turned in for any credit.
5. At the beginning of each period, place completed homework on the corner of your desk while you are completing your ahorita.
6. Any copying of assignments (either in or outside of this classroom) is considered academic dishonesty and will result in **both students** getting a ZERO for the assignment.

e. What To Do if You Finish Your Work Early

What do I do next....?

- Work on unfinished assignments, make-up work, or homework
- Review notes/vocabulary
- Read a book

f. EXCUSED Absences

- Check Google Classroom for overview of what was missed or ask the teacher or email
- Get out the papers that you may need on the missed work bulletin board
- Copy work due in your agenda book
- Make up all assignments (due the following day!)

g. Participation

- Participation will be written down daily and totaled weekly by the teacher.
- Participation is 30% of your grade.
- Participation is recorded each time you answer a question in Spanish or participate meaningfully in a classroom discussion.

h. ChromeBooks

- Please bring your charged Chromebook to class everyday.
- At times we will use the books and the Smartboard so your Chromebook will be closed.
- You should be working on the assignment given, and not viewing other websites.

i. Leaving the room

No passes will be given to leave the classroom for any reason but an emergency.
ID must be worn to leave for any reason.

j. NO CELL PHONES ARE ALLOWED IN THE CLASS. Your phone will be given to the VP office, and you will get an automatic VP referral. If you refuse to give it to me, it the VP will up the consequences.

k. Class Dismissal Procedures

The bell does not dismiss class. The teacher does. Please stay seated until I say, "Adiós, clase." (Goodbye, class.) You may then gather your belongings and exit quietly.

l. Extra help/After school:

- Extra help and make-ups will be during my office hours given on Google classroom.
- Extra help is always offered, however, one day before a test/quiz is not enough time to prepare!
- Please let me know in advance if you are planning to get help.

Remember....

*I truly believe in your potential!
I want you to believe in it, too!*

NO ONE IS ALLOWED OUT OF THEIR SEAT WITHOUT TEACHER PERMISSION!

NO ONE WILL BE ABLE TO LEAVE CLASS UNLESS IT IS AN EMERGENCY!

BE SURE TO HAVE A CHARGED CHROMEBOOK TO WORK!

ALL ASSIGNMENTS AND CLASS EXPECTATIONS ARE FOUND ON THE GOOGLE CLASSROOM!