CLASSROOM PLAN

**SPANISH 2**

Dear Parents and Guardians:

 Below you will find my classroom rules, policies, and procedures. This plan is designed to ensure maximum success for all students and to provide an academic atmosphere in which all students work to the best of their abilities. Please be advised that the plan is in effect at all times. I have discussed this plan with all students, but I would appreciate it if you would review it together, then sign and return the form at the end of this plan. I’ve included a section at the end of this form to indicate your phone number and email address. I look forward to working with you and I’m confident that we will have a successful academic year. If you have any questions, concerns, or comments please contact me at the appropriate email address. Thank you for your support.

World Language Department

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**Classroom Rules:**

1. Follow directions the first time given.

2. Be on time and seated.

3. Bring notebook, folder, pens, and pencils to class.

4. Keep hands, feet, and objects to yourself.

5. Raise hands and wait to be called on.

# Consequences for Breaking a Rule

1. Warning.

2. 15-minute detention.

3. 30-minute detention + call to parents.

4. Refer to Vice-Principal.

Severe Clause: Send to Vice-Principal. The severe clause is enacted when a student engages in serious misbehavior such as fighting, verbal abuse, defiance of authority, or creating an unsafe atmosphere.

If a student chooses not to come to detention, the detention time will be doubled. If the student again

chooses not to come, he or she will be sent to the Vice-Principal.

# Grading System

Major Assessments 50% tests, formal projects, formal presentations\*,

 formal in-class compositions\*

Minor Assessments 30% written and/or oral quizzes, picture prompts,

 short writing prompts

Alternate Assessments\*\* 20% HW quizzes, quick quizzes, classwork, skits,

 dialogues, quick-writes, in-class projects, oral participation and practice

\* formal = students are informed in advance that an assessment will take place and it will serve as a form

 of culminating activity

\*\* Alternate Assessments might not be announced in advance; hw quizzes will never be announced in

 advance

**Homework**

High School – The reading of material, the practice of skills and the reinforcement of content is critical to a student’s academic development.  Work completed at home is an extension of the learning that occurs in the classroom. These assignments are the student’s responsibility and will be evaluated through performance-based assessments. Students and parents can monitor academic progress via the Genesis Parent Portal at their convenience.

# Other Classroom Policies and Procedures

1. Please check the Parent Portal of Genesis in order to monitor current grades, missed assignments,

 tardies and absences. The Parent Portal is accessible from the school website. Access information

 and passwords are available in guidance.

2. If a student is absent, he or she has 3 school days in order to make up all work. Quizzes and tests must

 be made up before or after school. Any assignment that was to be completed outside of class is due

 the day the student returns. If the work is not made up the grade for missed assignments is “0”.

 This will initially be recorded as “M” (missing) in Genesis. The “M” grade is equivalent to “0”.

 It’s the student’s responsibility to schedule make up work. In the case of extended absence, other

 arrangements can be made.

3. In the event of teacher absence, a classwork assignment will be left for the students. Students are

 required to complete a reasonable amount of the assignment satisfactorily and hand it in during the

 class period. Failure to do so will result in a grade of “0” for the day.

4. Cheating will NOT be tolerated. Any student who is caught cheating will receive a “0” on the

 assignment. Use of translation websites is considered cheating and/or plagiarism.

5. Bookbags, pocketbooks, etc. MUST be kept under the desk, not on top and not in the aisle.

I have read the classroom plan and have discussed it with my child.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Contact Info.: Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_