



explorando

**EI MUNDO HISPÁNICO**

**Español 1**

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## Classroom Policies and Procedures



### Bathroom

Please do not ask me to use the bathroom at the beginning of class or come to class late because you were in the bathroom. Each student will be permitted to use the bathroom in the case of an emergency. At the end of class in the last five minutes, I will allow students to use the bathroom based on my judgment and discretion.

### Seating

In both college and professional settings, you will be expected to work with individuals that may have different values and opinions than you. As your teacher, it is my responsibility to provide meaningful opportunities for you to connect with all of your classmates. Every other week, you will have a different seating arrangement where you will be expected to work and successfully collaborate with your peers. In the event that there is a substitute, I will expect you to stay in your original seat assignment.

### Participation Policy

Participation is essential in order to develop oral proficiency and attain the Novice-mid to Novice-high range by the end of the year. In order to do this, the following are the expectations with regard to participation:

- Participate to the best of your ability in EVERY paired or group activity.
- Use Spanish inside and outside the classroom as much as possible with friends and the teacher.
- Volunteer answers in the classroom as much as possible.

### Failure Policy

Students will be given the opportunity to re-do failing grades on assignments when they receive a score lower than 70. The maximum score on this redone work is a 70. Students may be required to attend tutoring or complete additional review activities before being allowed to retake a quiz or test.

### Late Work Policy

Spanish 1 is a task-oriented course. Students will submit assignments on a regular basis and must adhere to deadlines. Assignments are due on the due date. Daily work turned in late will receive 5 points off per day. After 10 days, the highest grade a student may receive is a 50 unless otherwise specified by the teacher. According to GMS Policy, I reserve the right to suspend the late work policy on certain projects and activities when completion is critical by a certain time. I will inform students of this at the time the assignment is made.

### **No Name Policy**

Students are accountable for writing their names on their assignments. No Name assignments will be posted on the board for students to claim. If the assignment is not claimed within 10 days of the due date, the highest grade a student may receive is a 50 unless otherwise specified by the teacher.

### **Missed Class Policy**

If you miss class, it is your responsibility to check the class website:

<https://www.elcafealma.com/> to make up work. If something was due that day, you will not be excused from the work and will lose 5% each day late (unless you have an official excuse that is registered with the school). Please do not approach me at the beginning of class to ask for missed work. If you have questions about an assignment, you may email me or stop by during office hours.

### **Tardy Policy**

Students that arrive tardy will be asked to sign the Tardy Sheet located in the front of the classroom. Three tardies per six weeks will result in a detention assignment.

### **Teacher Absence**

If Ms. Rickert misses class; you will have an assignment that is graded. If you do not have an excused absence for the same day, you will get a 0 if the substitute does not give me your work.

### **Phone Policy**

Students will not be permitted to use their phones in class unless for educational purposes and instructed by Ms. Rickert. Phones and other electronic devices must remain in student's backpacks and out of sight. Per school policy, phones will be confiscated and turned into the administration if they are inappropriately used. This rule also applies when there are substitutes.

### **Academic Honesty**

Nothing is more precious than your reputation. When you complete any work (including homework) you must do so without giving or receiving any unauthorized help on the assignment. Students caught copying, plagiarizing, or turning in work not their own will receive a zero on the assignment and face disciplinary action. Using direct text from translation devices for an assignment is considered plagiarism.

### **Coming to class**

Come prepared and be on time. Prepared is having your notebook, your handouts, and your pencil. If you forgot a pencil, do not ask me for one. There is a basket of pencils on the counter. If you take one put it back. If there are none there, ask a friend for one. Keep everything else off your desk.

### **Calentamiento**

Complete your Calentamiento (warm-up) once you enter the room. You will have three minutes after the late bell rings. At that time, I will walk around and stamp it if it is completed. I will not wait for you. The Calentamiento should be completed by the time I come around to pick them up.

### **Hand Outs**

Handouts will be placed either on your desk or in the front of the classroom. Electronic copies are also available on the class website. It is your responsibility to get them each day at the beginning of class. Some handouts might include work for the entire week. If you lose these packets, I will not give you another one. They are your responsibility to keep.

### **Turning In Assignments**

If an assignment is due, there is a designated Turn-In bin where you should put the assignment. If it is not in the bin and/or your name is not on the assignment, I will not grade it.

### **Turning Back Assignments**

Once I grade assignments, I will turn them back to you. If you are not in class on that day, I will put the assignments in the designated Turn-In bin. It is your responsibility to pick up these assignments. These should be kept in your notebook.

### **End of Class Activities**

At the end of each class, do not get ready to leave even if you have finished your work. There will be a conclusion to end class - either by an activity or exit slip. The exit slips will be graded.

### **Leaving Class:**

The bell is a signal to the teacher that it is time for class to end. The bell, however, does not dismiss the class. You are not allowed out of your seat and not allowed to line up at the door at the end of class. Once the bell rings, I will dismiss you from class. Do not leave until I allow you to leave. Take everything with you. If you leave notes in my room intentionally, I will dispose of them.

### **Bullying**

It is a violation of AISD Policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. In the event that bullying occurs, the parents will be notified and the students will receive disciplinary action.

### **Closing Remarks**

If you have any questions about what to do in class at any time, this is the first place to look. You should keep this handout and your syllabus in your folder at all times. I am expecting an excellent year with all my students and I cannot wait to get to know you better. **You must sign this contract and return the bottom portion by Monday, August 27th for a grade.** If I receive this assignment before the due date, you will earn a shout-out.

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Student Name: \_\_\_\_\_ Class Period: \_\_\_\_\_

**STUDENT AND PARENT SYLLABUS/POLICY AGREEMENT**

By signing on this page you and your parent (guardian) agree that you have read the Classroom Policies and Procedures and Syllabus for Spanish I and agree to the rules, requirements, and restrictions of this class. Please note that you will be held accountable for all of the information provided to you here.

\_\_\_\_\_  
Student Name (Printed)                      Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Name (Printed)                      Parent/Guardian Signature                      Date