**Classroom Guidelines           Spanish II      2017 - 2018**

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Classroom: Portable 12

Office phone number: 425-837-7792

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¡Bienvenidos! Welcome to Spanish II!  Espero que ustedes estén listos para tener muchísimo éxito en el año segundo.  This is going to be a great challenge, but at the same time, I know that if you are willing to stick with it and with me, things are going to go great and that you’re going to find a great deal of success this year.

**General Expectations:**

*1. Try… don’t give up and just have enough faith in yourself to not give up and keep with it.*

*2. Speak in Spanish and ask questions!*

*3. Participate… it is part of your grade!*

*4. Have fun and relax and be prepared to make mistakes and to learn from them.*

**Suggested Materials:**

Each student will have access to the textbook series and all workbook materials.  However, to go along with that I would highly suggest that each student also has their own personal notebook and/or folders dedicated to Spanish class.  There will be a great number of notes that are taken and that will help you stay organized throughout the school year.  But, those notes are not going to be of any use to you if they are not organized and kept sequentially in some sort of chronological filling system.  Along with that, I also suggest that you have access to at least four **different** color writing utensils so that you can effectively organize your notes and be able to follow along with the notes that I provide for you (color-coded) in class.

Student Initials Parent Initials

**Technology:**

Spanish II students have the option of checking out a physical textbook.  However, it is NOT required.  We will have a class set and every student will have access to the Supersite where all of the textbook activities will be available.  This site is where a majority of the homework activities will come from. It is imperative that all students are able to log in and become familiar with the tools available on VHL Central ([www.vhlcentral.com](http://www.vhlcentral.com/) - there is also a link from my website). We will have spent some time the first day of school talking about access and getting into the proper classes.

Also, please note that all homework activities that are submitted for a grade should be submitted **two hours prior** to the posted “due” time on the site to avoid any glitches on the website or server.  All assignments received from the Supersite come with a time stamp on the teacher’s end that will be used to determine if the assignment was received by the time it was due.  All technology glitches need to be discussed with the teacher as soon as possible and will not necessarily excuse a student from turning in an assignment late as most assignments are to be completed over a few days.

Student Initials Parent Initials

*Class Website*

I try my hardest to update my website as often as possible with links to the daily notes, homework, materials and upcoming important dates. Students are expected to check my website, especially if they are absent; there is a link to a Spanish II Calendar that will have each assignment’s due date and give future dates for tests and quizzes as well. The website can be accessed via the Skyline homepage, or the URL listed above.  Students should however still make note of homework and assignments that are assigned in class as I cannot always get assignments on the website right after school and technology is not always perfect.  It is important to pay attention to assignments assigned in class.

Student Initials Parent Initials

*Online translators/Academic Dishonesty*

The use of internet translators is strictly forbidden. If I find evidence that you have used one you will receive a zero for that assignment and will be subject to any reprimand outlined in the Skyline High School Academic Honesty Code.

Student Initials Parent Initials

**CLASS ATTENDANCE:**

When you are in school you are to attend this class; missing this class will only hurt your opportunities for practicing and participating in the target language. Try your hardest to not be late! See the student handbook for school policies regarding tardiness.

**ABSENCES AND MAKE-UP WORK:**

*It is* ***your*** *responsibility to request any make-up work*.

Tests or homework assigned before your absence will be due the day of your return.  All assignments, handouts, and some class notes will be posted on my website.  Check the calendar for links to assignments and check links through the Spanish II daily blog for notes and handouts.

In cases of extended illness, you will be given the number of days you were absent in which to complete work missed during your absence. Work assigned prior to your absence is due the day of your return. This will include any tests and quizzes.

I also expect you, when absent due to appointments of any nature (dental, medical, funerals, etc.), to obtain work prior to the class you know you will be missing. When missing a class due to a planned school activity (e.g. student council meeting, field trip, etc.), you are responsible for contacting me for make-up work **at least** one day in advance of the activity.

Student Initials Parent Initials

Please note that I do **not** accept late homework, and all homework is grade upon completion, so if there is no communication **AHEAD** of the planned due date/time, there will be no discussion about even an opportunity to receive partial credit.

Student Initials Parent Initials

**Grading:**

All tests and other activities (quizzes, speeches, dialogs, projects etc.) to be graded are announced in advance.  I will make an announcement about them and they will also be marked on the calendar within the Spanish II website, as well as on the board in my classroom, so you will always know what will be required of you well in advance.

Each day there will be informal evaluations that are being done to assess your daily participation.  There will also be formal assessments being done to evaluate your speaking progress and your language usage throughout the school year.

At the end of each semester, a final exam will be given. It is worth 10% of your final grade per district policy. The following is how your grades are weighted:

Daily Work (includes homework and weekly participation) – 20%

Speaking – 30%

Quizzes and Tests – 40%

Final Exam – 10%

Students are expected to take ownership of their grade and be respectful when communicating with the teacher about their grade.  Mistakes happen and I am happy to correct any errors and/or answer any questions you may have about your grade. Students have one week from the time a grade is posted in Skyward to speak with me about the entered grade.  Semester grades should not be a surprise and are earned throughout the semester; not in the last month or few weeks prior, so please be understanding once they are posted and patient in working with me to resolve any issues since we all know that this is a hectic time of year.

Student Initials Parent Initials

Once again, I am thrilled to be exploring Spanish language and culture with you.  I hope that it will be a wonderful year for all of us, and I’m sure that you will see major strides being made if you’re open to working with me. I’m very excited to be working with you this year and for many years to come.

Please sign and return all of the information on the following page…

My parent/guardian and I (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) have read and initialed the above syllabus.  I know how to contact Mr. Gardner and we are all aware of and understand the expectations that are required of me to find success in this class.

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*Please sign and return to Señor Gardner by Friday, September 8th, 2017*