

Spanish II & Dual Enrollment Welcome Letter Policies & Procedures



Mrs. Rosa Sanchez
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¡Bienvenidos!

Welcome to Mrs. Sanchez's Spanish II/Dual Enrollment class! Spanish is an exciting subject that expands our worldview. In my class, students will be held to a high standard and expected to turn in quality work. My goal is for my students to leave my class well prepared and excited to continue their journey of language learning. In order to achieve this goal, I will incorporate culture, listening comprehension, writing and speaking in my lessons.

Necessary Supplies:

- 3-ring binder (1.5 inches) or notebook with 4 separate sections
- Binder dividers (4)
- Note cards (5 sets of 100)
- Lined loose leaf paper
- Pens or pencils
- Dry-erase marker (1)

Daily Lesson:

The day's lessons, resources and assignments will be facilitated through Google Classroom and/or worksheets. Each day, students will complete a bell ringer, an interactive lesson on target vocabulary, grammar and culture, a group practice, an independent practice and an exit ticket. We use a variety of learning styles each day so that students have opportunities to interact with the material in different ways. The goal is for students to be able to master beginning Spanish through real-world application of reading, writing, speaking, and listening.

Grades and Assessments:

SCPPS grading policy is that grades are calculated **60% summative** (tests, quizzes, major projects) and **40% formative** (minor projects, minor quizzes, classwork, homework, and daily participation). Students can expect **at least 1 summative assessment per week**. Just like we will use a variety of learning methods in class, assessments will mirror this variety. Assessments may be listening, speaking, reading and writing and will be a variety of length. All assessments will be announced in advance and students will be well-prepared for both the content and the format. In order to stay up-to-date and aware of assignments, grades, and class requirements, students and parents/guardians should check Google Classroom and PowerSchool. I will also use SchoolStatus to contact parents/guardians.

Late Work:

Students, you should be prepared to turn in all assignments at the **BEGINNING** of class on the day it is due. **I do not accept any late work.** All assignments should be turned in on or before the given due date.

Absences:

All assessments must be taken in TLC within **3 TLC days of an excused absence**. If you miss class for any reason, it is **your responsibility** to retrieve and complete all make-up work by the deadline. You will get the number of classes you missed plus one to make up any missed work. All missed assignments will be entered as zeroes into Power School until turned in. This is a school-wide protocol.

Make-Up Work:

If you are absent from class, you should...

- Write a note and turn it in to Mrs. Sanchez's mailbox (or send an email) stating the day you were absent and what work you need.
- Obtain the necessary handouts from the **absent folders**. You are also responsible for getting notes from a classmate.
- Schedule time to make-up quizzes and/or tests ASAP – within one or two days. Make-up quizzes and tests are given in The Learning Center (TLC) after school **ONLY**.

The Learning Center (TLC):

Mrs. Sanchez will be in TLC for tutoring and make-up assessments once a week 2:30-4:00. Also, Ms. Rosales, Ms. Blanca and Ms. Sanabria will stay from Monday – Thursday for Spanish tutoring as well. If you sense that your child is frustrated, not understanding the content or mastering the material, please have them attend tutoring. **TLC can make a huge improvement.**

Phone Policy:

Students will **not be allowed** to use cell phones in class. When coming in, the student will **place the device in their designated phone pouch number**. Please, make sure the device is turned off or on airplane mode.

First offense: student will receive a warning. **Second offense:** teacher will collect student's cell phone and turn it in to the office. **The District cell phone policy can be found in the student handbook.*

Academic Dishonesty:

Cheating will **not be tolerated**. The student will lose credit on the assignment/assessment if the teacher believes the student was cheating. We will discuss academic honesty in class and each student will receive an academic honesty contract. **See Spanish Academic Integrity Policy for more details.*

Thank you for your hard work and dedication in advance. This semester will hold wonderful learning opportunities. If you ever have questions, do not hesitate to contact me. Email is always best at rsanchez@stcharles.k12.la.us.

Looking forward to the semester!

Rosa Sanchez

***Sign and turn in page 3 to Mrs. Sanchez**

Spanish II & Dual Enrollment **Welcome Letter** **Policies & Procedures**

I, _____, have read and understand the policies and procedures.
(printed student name)

Student Signature

Guardian Signature

Date

Guardian Email Address: _____

Guardian Phone Number: _____