**Mrs. Eldridge**

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**Spanish 3**

**2016-2017**

**meldridge@manasquanboe.org**

**Bienvenidos:** This course is a college prep course designed for the serious student who wishes to study the more advanced structures of the Spanish language. The course will be centered on culture and communication units that are infused with grammatical structures.

**Rules:**

* Respect the people and structure of the classroom. When you enter my classroom you are to show the utmost respect to myself, to your classmates, and to your surroundings. I believe that a positive classroom environment will increase your learning potential. These are some of the things that will inhibit that atmosphere; and, therefore, will not be acceptable:
	+ Talking while I am talking or another classmate is talking
	+ Touching anyone else’s property
	+ Destroying classroom furniture or materials
	+ Getting out of your seat without permission
	+ Leaving garbage behind
	+ References of any kind to inappropriate behaviors
	+ Foul language
* Food, Drinks, Technology
	+ Water is the only drink permitted in the classroom. Please refill your bottle prior to coming to class. **NO COFFEE/HOT CHOCOLATE/ TEA** etc.
	+ Food is not permitted at all.
	+ Cell-phones are **not permitted** to be used during the class period. This will be STRICTLY ENFORCED.
	+ **Tablets may be used ONLY at the teacher’s directive.**
* Bathroom use: Students may only be excused to use the bathroom during a classwork activity. You MUST sign out the pass in order to leave the classroom. Failure to do so will result in a loss of privileges.
* Cheating: The following situations constitute cheating and will result in an unforgivable zero for that assignment or assessment. Cheating will be reported to the department supervisor. A record will be kept of these incidents in the Vice Principal’s office. You will not be allowed to make up that grade.
	+ Looking at another person’s work during an assessment (wandering eyes will constitute as cheating)
	+ Talking in any way during an assessment.
	+ Copying homework, classwork, on assessments, etc. \*The student providing the work to be copied will also be penalized\*\*
	+ Cheat sheets, writing on desks, text messaging
	+ Having your notes in the area around you
	+ Using computer devices and telephones as translators…**evidence of using a translator on homework or classwork will be an automatic deduction.**
* Tablets: You are required to bring your tablet to class charged every day. This class will use OneNote and/or Canvas on a daily basis. You will lose participation points if you are not technologically prepared for class.

**Day to Day routine:**

* Homework
	+ Homework will be checked daily. Late or incomplete homework will not be accepted. Every two weeks, your checked homework total will be calculated into a numeric grade.
	+ All homework assignments must be placed in a pile on my desk before the bell rings. You will receive checked homework assignments back and we will go over them following the warm-up activity.
	+ Graded assignments. Occasionally, I will collect and grade a homework assignment. If it is designated as a graded assignment, it will count as a quiz grade. For everyday late, you will lose a point off your assignment. After 3 days you may no longer hand in that assignment.
	+ Please do not e-mail work unless it is approved beforehand
	+ It is your responsibility to check Genesis in order to keep track of your missing assignments.
* **Classwork**
	+ Warm-up. As you enter the room, you will have a warm-up assignment to work on while I am checking homework and taking attendance. You may not talk during this time, or you will lose credit for the activity. Warm-ups are generally collected and graded.
	+ Collected classwork assignments. You will have graded classwork assignments such as paragraphs, sentences, and essays. These assignments will count as a quiz grade and MAY NOT be handed in late.
	+ Group work. Group members will be graded separately on how much they contribute to their group. You will lose points if you are not working on the assignment.
	+ Some classwork assignments will not be given a grade, but keep in mind that all classwork serves the purpose of preparing you for tests and quizzes.
	+ If you are unprepared for class (pen, pencil, notebook, etc.), you will not be able to complete your classwork and this will add to your deductions.
* **Class participation**
	+ Your participation grade will be calculated 2-3 times during a marking period as a grade out of 10. You will have numerous opportunities to achieve these points. You can earn these points in the following ways:
		- Spontaneous use of the language
		- Open-forums. We often like to talk to each other in Spanish about news events, holidays, vacations, etc.
		- Read-aloud stories. Sometimes at the end of class we will have story-time where I read a book aloud to the class. These stories will be followed with comprehension questions.
		- Bonus questions: Sometimes I’ll put a challenging bonus question out that you can try to figure out the answer to.
* **Classroom materials**
	+ A 3 ring binder is required for ALL students. The majority of the course is on hand-outs and it is essential that you keep all materials organized. You will also need loose-leaf paper for notes, as well as classwork and homework that you have to hand in.
	+ Tablets must come to class charged every day.
	+ Please bring a pen AND pencil to class with you every day.
* **Genesis**
	+ You are able to keep track of your own grades, as well as missing assignments with GENESIS gradebook. ALL assignments will be marked as MISSING; whether it is missing from simply not doing the assignment, or if you’re ABSENT. This enters the grade as if it were a zero, and will significantly impact your class average. When that assignment (test, quiz, classwork…) is made up, it will be entered onto Genesis, thus restoring your class average.
	+ Checked homework and participation will be entered twice a marking period as a cumulative grade of work up to that point. Every other assignment will be added as they are completed.

* **Absences and Tardies**
	+ After 8 unexcused absences from the class you will lose credit.
	+ Students late to first period **MUST** report to the main office to sign in.
	+ **You are responsible for asking a classmate or checking Genesis for work that you have missed**. I will provide you with any handout that must be completed, however you will have to copy the notes on your own.
	+ If you miss a **test or quiz,** it must be made up **within one week**. You must do this outside of class time.
	+ If you are absent for a quiz or test, but it was announced in advance or posted on my website, you are required to take that quiz or test on the day you get back.
* Extra help can be provided before or after school. Please don’t wait too long to get extra help. You can also sign up to work with an Honor Society tutor during your study hall period.

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I have read the rules and regulations given to me, and I agree to comply to all procedures in order to ensure that the class runs efficiently.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents,

¡Hola! My name is Mrs. Eldridge, and I will be your son or daughter’s Spanish teacher this semester. I recommend that for this class, your son or daughter has a three-ring binder and an adequate number of pens and pencils. I also would like to stay in contact with you throughout the semester. Please fill in the information below and also circle your preference if there is a need for me to contact you. If you prefer to contact me, please email me with a good time and number to reach you at. Thank you for your anticipated cooperation.

Sincerely,

Maria Eldridge (meldridge@manasquanboe.org)

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s e-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I prefer to be contacted via (circle one):

 e-mail home phone cell phone

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_