

CLASSROOM PROCEDURES MRS. ARMOUR- SPANISH

Dear Parents and Students,

Your child receives the best education possible when you and I work as a team. This copy of my procedures explains many of my expectations. If you have questions or concerns, please call the office at 873-8100, and I will return your call as soon as possible. I look forward to meeting you at Open House or parent conference night. Thanks for your support.

I. ABSENTEES & MAKE-UP WORK

You can make up work only if you have an **excused absence**. The work needs to be made up within 3 days of the absence unless there are extenuating circumstances. The work can be made up before or after school, during lunch, or studyhall. The student is **responsible** for missed work. You will not be reminded by me more than once about your make-up work.

II. TARDIES

Students must be punctual about getting to class on time. You must be in your seat when the last bell rings. Students will be issued a tardy referral every time they are tardy. The third referral results in ISS. BE PUNCTUAL.

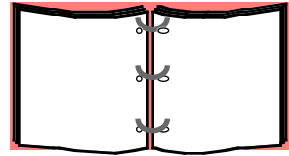
III. GENERAL RULES

- A. No food or drink in the classroom.
- B. Raise your hand in order to be recognized.
- C. Keep hands, feet, and objects to yourself.
- D. No inappropriate language will be tolerated.
- E. Remember, treat others the way you wish to be treated.
- F. DO NOT chew gum in class.
- G. Turn work in on time. I do NOT accept late work.



H. You will be given an assignment sheet to record your test scores, homework, etc., so do not ask me for your average. You will receive an interim at the mid-point of the nine weeks.

IV. GRADES, TESTS, HOMEWORK



A. Tests and Quizzes

In your text, En Español, you have a preliminary chapter(a review) and six units (unidad) with three chapters(etapa) in each unit. We will spend approximately 2 weeks on each etapa, depending upon the amount of material to be covered. You will have approximately 2 vocabulary tests and 2 grammar tests per etapa. Quizzes will be given periodically and they will count 20-50 points. Vocabulary and grammar tests will be valued at 100 points. Your grade will be calculated on a point system - the amount of points will vary each nine week grading period depending on the amount of tests, quizzes, and projects.

B. Homework

Homework will be assigned almost everynight but usually will not be lengthy. Homework will be reviewed in class but will be checked for a grade only periodically. Each checked assignment will count 10 points.

C. Journals

You will need to buy a spiral notebook(an average size) to record your daily journal assignment. Each day, at the beginning of class, you will find a journal assignment on the board. Each entry must be dated; however all five entries for the week can be recorded on one page. The journal will be checked every Friday - the entries will be worth 4 points each. Twenty(20) points will be awarded if the entire assignment has been completed for the week. The journal will be checked eight weeks out of the nine weeks period which will result in a total of 160 points.



V. SUPPLIES

- A. A three ring binder with notebook paper.
- B. A thin spiral notebook(this will be kept in the binder)
- C. Pens or pencils(no ink color other than blue or black)
- D. Dividers

- E. Six plastic protectors, sleeves (Wal-Mart)
- F. Blank Cassette Tape (3rd and 4th year)
- G. Spanish Dictionary (3rd and 4th year)
- H. Amsco Workbook (3rd year)

VI. SPANISH CLUB

Anyone enrolled in a Spanish class is welcome to join. We meet once a month and the dues are \$5.

I have read the classroom procedures and have discussed them with my child.

Parent's signature

Student's signature
