

GHS Spanish Class Guidelines

Glendale High School- Spanish Class Syllabus: Sra. Caddel:

Semester 2, 2014

Class Objective: For you to become more fluent in the Spanish language.

Participation: 10 points per day for being here and participating appropriately in class. Points are awarded to those students modeling good behavior and classroom participation skills as well as those students helping others at appropriate times. “Tardies” or “Lates”: (-5 points, daily), Gum Chewing or eating in class (-10 points, daily), Not having the appropriate materials, for example: books, pens, highlighter, correcting pen, vocabulary cards, etc.... (-5 points/item missing). If you are referred to the office you lose all your points for the day. Other offenses will be dealt with on a case-by-case basis.

Speaking in Spanish/Oscar the Bear: Speaking in Spanish is one of the best ways to learn it. There will be times in Spanish class where Spanish is the only language allowed to be spoken. Any student found in violation of this (i.e.: speaking a language other than Spanish) will be subject to the Oscar the Bear “game.” Oscar is a stuffed animal that will be passed around the room (like the game hot potato) any time a language other than Spanish is heard by either the teacher or a fellow student. At the end of the period, whoever has Oscar will be required to prepare a one minute speech in Spanish on a topic of their choosing. The speech must be memorized and a written copy must be provided to the teacher. The student will then present the speech while the rest of the class respectfully listens. If the student successfully completes this assignment, then no points will be taken off. If, however, the student refuses or is unprepared, then they will lose all of their participation points for the day and they will lose points on their Friday test/quiz.

“Tardies” or “Lates”: “Late” is defined as not being in your seat when the bell rings. “Tardy” is defined by coming in any time half way through the period or after. If a student is either “late” or “tardy,” they are not participating and will lose points. (-5 points for every “late” or “tardy”). If “late” or “tardy”, the student will not be allowed to do the “Responder” Do Now at the beginning of class and will lose those points for the day. They will also not be allowed to turn in the homework for the day. **At the end of the semester students will receive an “O” in Citizenship if they have 0 “lates” or “tardies.” An “S” for 1-2 “lates” or “tardies,” an “N” for 3 “lates” or “tardies” and a “U” for 4 or more “lates” or “tardies.”**

Gum Chewing/Desk cleanliness: If any student is chewing gum in class they will lose points. (-5 points/day, see rules for participation) In addition, they will be given a “cleanup-detention” for Ms. Caddel’s classroom. This means they will be required to come in to clean off any gum found on the bottom of the desks and help clean the classroom. This could include sweeping, taking out the recycling, cleaning desks, etc.... In addition to not chewing gum, each student is responsible for the cleanliness of their own desks at the start of the period. They are responsible to check their own desks at the start of each period for gum. If gum is reported to Ms. Caddel within the first minute of

class, then no points will be taken off and no detention shall be awarded. However, if gum is found under the desk after this time, then that student shall be responsible to clean it off, points may be taken off and detention may be awarded. The desks in the classroom are fairly new. We need to keep the school property clean and gum free.

Eating: There is no eating allowed inside the classroom.

Class Work/Homework Standards: When you turn in your work, it has to be **neat and organized**. If your writing is no legible, your work will not be counted.

Heading/Titles of Work: You must have a title at the top of the page on all work. You must also have a heading on all of your work. Your heading should consist of: your first and last name, the period and date (The date should be written the Spanish way: day first, month and then year). (August 27, 2012 would be: 27/8/12).

Spanish Notebook: You are required to keep a notebook with all sections. You are NEVER to throw away any work from Spanish class. You must keep all work all semester long. Work should be kept in date order, with the most recent work on top. The dates should ALWAYS be written the Spanish way: day first, then month and then year. (Example: September, 1, 2012 would be: 1/9/12)

1. Haz Ahora/Do Now (This should be at the front of the Spanish binder, the first section).

2. Las Listas de Vocabulario (Keep all vocabulary lists here)

3. Trabajo de Clase/Apuntes/Hojas (Written classwork activities/Notes or worksheets given, not including stories)

4. Tarea (Homework. You must keep all homework)

5. Cuentos/Ensayos de La Sra. Caddel: Any stories that are given to you in class or that we read as a class.

6. Mis Cuentos/Ensayos: (These are any and all stories or essays that YOU write)

7. Exámenes/Pruebas (Tests/Quizzes)

8. Extra (misc. items)

9. Flashcards de vocabulario (Students are required to have all flashcards for all vocabulary lists with them at all times). It is suggested that students use 3x5 cards and cut them in half. They may be kept in a zip-lock bag, or a ring, or a box. The pile of cards will grow as we move through the semester, so each student needs a good system for storing their vocabulary cards. Any student who does not have vocabulary cards on any given day, will lose participation points for not being prepared. (See the rules for participation).

Website: The classroom website is: <http://caddelsclass.weebly.com/index.html> Students will be asked to download documents and to check work on the website. Being able to access the website is crucial as students will be required to get homework off the website at times. If this presents a problem for any student due to technical difficulties at any time, a note from a parent or guardian is needed in order to save points for the day. If bringing a note instead of the assignment, there must be a complete explanation of the problem, and a phone number where I can call and speak to the parent or guardian to verify the problem. If a student simply TELLS me there is a problem, homework points will be taken off and no extra time will be given to complete the assignment. Bringing a note from a parent or guardian is the only way to save points and receive extra time for the assignment. **Homework is never accepted late, unless the student has an excused absence, or had a technical problem and brought a note from home.**

Absences and Make-Up Work: If you're absent, check the website: <http://caddelsclass.weebly.com/index.html> The agenda, class work and homework for the day is posted by 4:00PM each day. Upon your return to class you should check with the CW/HW person in class for an explanation of what we did the day you were gone. Then check the binder and basket in the back of the room for any additional materials or assignments you may have missed. Any handouts given will be in the basket near the binder and may also be on the website. If you do not see them on the website, or in the back of the room, or if you still have questions after doing all of this then you should see me. It is your responsibility, as a student, to make sure you find out what work you have missed and to turn it in within one day of your absence by using the tools I have provided as stated above. If you have missed a test or quiz it is **your responsibility to talk to me on the day you return in order to schedule a time** to make it up. If you do not speak with me ON THE DAY YOU RETURN TO CLASS, your work may not be accepted. All work and quizzes must be turned in within 5 school days of the missed assignment.

Do Now Make-Up: We will be doing a Do Now activity every day at the start of the period. You will write your Do Now and put your answers into the "Responders." You receive points for doing both. If you have an excused absence, then you must do the written Do Now by copying and completing it from the Agenda. (Find this on the website or the classroom binder). You will not, however, be able to do the Responders. You will instead, show me your written Do Now, and turn in a paper stating the date you were absent and the fact that it is excused. I will then check your attendance based on the date you have provided. If it has been excused then your Responder part of the Do Now will be excused. Notes should be turned in as soon as the absence has been excused. Do not turn in notes before it has been officially excused through the office. The office gives you three days to excuse any absence.

Responders: These are technical devices that we use in class to get immediate feedback on Do Nows and tests. They are wonderful learning tools, but must be used respectfully and carefully. They are very expensive. Any student who is not using the responders responsibly, respectfully and carefully will lose points.

Teacher Availability: If you need to get a hold of me you can email me at ccaddel@gusd.net. I am also available by appointment for questions.

Grade Break Down: These are the APPROXIMATE percentages for the grade break down.

Orals/Tests/Quizzes: 40%

Homework: 20%

Participation: 15%

Do Nows: 15%

Writing: 10%

Online Grades: Grades for Spanish class are posted online most of the time using the “Parent Portal.” Each student must have their parent or guardian go to their grade center, with an ID, to pick up the information and password for “Parent Portal.” This information will allow parents to access your grade online and keep better track of progress. Students are required to have parents do this as they will need to be able to download grade sheets and bring them in signed. This will count as homework points. If this is a problem, please see me, or email me.

Semester Grade and Rounding: Progress reports and quarter grades are not rounded. At the end of the semester the student will be assigned a grade based on the work done during the semester and their final exam grade. If any student is within .5% of a higher grade then, and only then, the teacher may round the grade up. The policy for rounding is as follows. The grade will only be rounded up if the student was able to attain the desired grade or higher on the final exam. If the student did not attain this grade on the final exam then the lower grade will be given. For example: If the student has an 89.5% after the final exam has been applied, then the teacher will look at the grade that student achieved on the final exam. Since the desired grade is an “A” then the student must have received an “A” on the final exam. If they did, then the “A” will be given to the student for the final grade. If they received a “B” or lower, then that student will maintain their 89.5% and the “B” will be assigned for the semester grade.

Supplies: (Do NOT bring your Spanish text book to class. It will only get mixed up with the classroom set and cause confusion).

DO BRING the following with you **EVERY DAY:**

- Paper: to be used for writing and/or for quick flashcards or other activities
- Highlighter/Pen/Pencil/Paper
- 3x5 cards

- 1 Manila folder/(Ficha book)
- A correcting pen or colored pencil. (It should NOT be a highlighter or #2 pencil and NOT be blue, black, yellow or other light colors. No markers or sharpies. It should be something with which you are able to write WORDS legibly).
- Flashcards de Vocabulario
- Spanish binder with all your work ***If there is a problem getting any of the above supplies, please see me and I can provide them to you.

Electronics: Any electronic device must be turned off (not on vibrate) and put inside of a backpack. No student is allowed to have any electronic device on his or her body while in class. **This means no cell phones or other electronics in pockets or jackets or other clothing.** It must be stored away inside of a backpack for the duration of the period. No student shall ever take a cell phone or other device with them to go to the bathroom. Any student in violation of this will lose points and be awarded a detention or ATS. Any student found to have a cell phone out during a test (even if it is turned off) shall receive an immediate “F” of the test and shall be referred to the office.

Bathroom Breaks: Students may choose to go to the bathroom during class, but points will be taken off. Students will lose 5 points for each time they go to the bathroom. Also, the student must show the teacher where their cell phone is prior to going to the bathroom. No student may take a cell phone or other electronic device with them to the bathroom.

Cheating: Don’t cheat. You will lose points for cheating and be sent to the office. If the cheating incident happened during a test then the student(s) will receive a zero on the test.

Classroom Rules: 1. Be punctual. 2. Be prepared. 3. Be polite.

Final note: The teacher reserves the right to change or add rules, requirements or supplies as needed. The student is responsible to pay attention and take note of any changes throughout the school year. I look forward to a wonderful semester with you all!

***Print the above guidelines and place a copy at the front of your Spanish binder, just before your Do Now section.

***Print this page and return it, signed, to Ms. Caddel by January 9, 2014 . (Be sure to write your heading at the top of this page). (See page 2)

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I have read and have understood the contents of Ms. Caddel's guidelines. I will abide by the rules and bring all the supplies every day.

Student Signature

Date

Parent/Guardian Signature

Date