

CLASS GUIDELINES

You must take notes on
these!

RULES :

- 1) Be seated BEFORE tardy bell.
- 2) Follow all directions
- 3) No insults EVER.
- 4) No gum allowed.
- 5) Shut off all cell phones, IPODS and put them away.

CONSEQUENCES for RULES #2, 3, 4 & 5

- 1st time = warning
- 2nd time = move seat, zero on assignment or lose points in class (teacher decides) & phone call home
- 3rd time = removal from class & further consequences on individual basis
- NOTE: The teacher can decide to change the order of the consequence at her discretion!

Tardy Consequences:

- You are tardy if you are not SEATED BEFORE the bell.
- If you are tardy, your HAZ AHORA (Do Now) will NOT be accepted and you will lose 5 points (out of 10) per day you are tardy.
- If you arrive after the homework has been stamped, your homework will NOT be accepted.
- At the 4th tardy you will receive a « U » in citizenship.
- You will receive an « S » for 1 and 2 tardies and an « N » for three tardies.

Leaving the Classroom

- You lose half of your participation points for the day if you leave for any reason. (Bathroom, getting water, etc...)
- If it happens one time, it will not hurt your grade too much, so if it is an emergency, just go!
- If it happens often, it will start to affect your grade.

Your Work:

- All work turned in must be in **BLUE OR BLACK PEN** or **REGULAR PENCIL** with a proper heading or full credit will not be received.
- Homework is always due the following day unless otherwise noted.
- **No late homework accepted. See me if you have special circumstances.**
- You have 5 days to make up work for excused absences.

Proper Heading

- Is written in top right corner of paper as follows :
- Full name (first name and your last name)
- Periodo #,
- Date (the Spanish way: day first, then month, then year. Always located in top left corner of board)
 - Luis Miguel
 - Periodo 1
 - 3/9/11

Cell Phones and IPODS

- If you forgot to turn off your phone, please raise your hand and ask to turn it off.
- If your phone rings, please take out your phone and turn it off.
- If you are USING your cell phone or your IPOD in class you will always lose all your participation points for the day and get a phone call home. In addition you will receive:
 - First offense: Trash pick up:
 - Second offense: Lunch Detention:
 - Third offense: ATS:

GUM:

- Gum Ruins desks and people's clothes! Spit it out before coming into class!
- If you have gum in your mouth, you will lose 5 (out of 10) participation points for the day for the first offense and be given detention.
- If you are found with gum again, the consequence is up to the teacher's discretion.

Binder Organization: 9 Sections

- Haz Ahora/Do Now (This should be at the front of the Spanish binder, the first section).
- Las Listas de Vocabulario (Keep all vocabulary lists here)
- Trabajo de Clase/Apuntes/Hojas (Written classwork activities/Notes or worksheets given, not including stories)
- Tarea (Homework. You must keep all homework)
- Cuentos/Ensayos de La Sra. Caddel: Any stories that are given to you in class or that we read as a class.
- Mis Cuentos/Ensayos: (These are any and all stories or essays that YOU write)
- Exámenes/Pruebas (Tests/Quizzes)
- Extra (misc. items)
- 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 are any given day, will lose participation points for not being prepared. (See the rules for participation).

**DON'T THROW
ANYTHING OUT !**

If there is a mistake on your
grade you'll have to prove it
so don't lose it or throw
it out!

When you enter the class:

- You must take out your homework and get to work immediately. Look at the Smart Board for the Do Now Activity
- The Smart Board will explain what to do or there will be an activity with instructions on the board.
- Please label all activities with the book, page number and ACT – ie : Libro p. 23 ACT 5
- If your homework is not out on the desk, ready to be stamped you will not get a stamp. No stamp = no credit.

Requested supplies to purchase:

- 1 correcting pen (thin marker) or colored pencil - no SHARPIES or pens that show through paper and NO YELLOW
- One highlighter
- Pack of 3x5 index cards
- One manila folder
- Kleenex or paper towels for your use in class.

WEBSITE

- www.caddelsclass.weebly.com
- You will be able to get your homework assignments daily from the calendar section..
- There also will be documents to download or to read.
- If you ever have trouble printing a document you must bring a note signed by your parent in order to save your points.

Grades

- I am always available by appointment for extra help if you need it. Make an appointment to see me and we can talk.
- You may make the appointment by talking to me after the “3 minute” person has given the warning and the banners are being taken down.

You must write down the homework in class!

- The website is NOT a substitute for writing down the homework in class.
- If you go home and the website is down, or you have technical difficulties, that is not a valid excuse for not having your homework.
- I may ask to see where you write down your homework each night. You will receive points for this.

What should I do to be successful?

- Come to class every day prepared.
- Listen and be polite to the teacher and your classmates.
- Do your homework every day.
- Talk to me if you need help.
- Do not wait until just before grades are due to ask for help.

What is cheating and what will happen if caught?

- Cheating is when you use someone else's work and say it is yours. (This includes copying from the internet or other sources)
- Cheating is looking onto a classmate's paper to try and copy an answer.
- Cheating is allowing your paper to be visible to another student so that they can copy answers.
- Etc...

I am SO happy to be
your teacher. I hope to
provide a fun,
challenging learning
experience for you.

I have written and read the guidelines for Ms. Caddel's class and I understand them completely.