Teacher: Sra. Jiménez
Class: Español I
E-mail: zrjimene@volusia.k12.fl.us

Class goals: During this year, students are expected to expand their knowledge of Spanish through three major blocks: vocabulary, the grammar, and the practice of communication. Santillana Español 1 textbook provides students with diverse and meaningful activities that will allow them to communicate effectively in the target language. We will have additional activities which aim to motivate the students and promote independent work. Florida’s history, population, and culture have a strong presence in our textbook. By the end of the year, it is expected that students will be better prepared to have real life conversations with Spanish-speaking members of their communities, and also appreciate and respect their culture.

Required texts and materials:
Santilla Español I Text and Workbook
Pens/pencils
color pencils
highlighter
Composition Notebook

Needed for studying-optional
Note cards (in class practice and home study)

Major Units: Spanish 1 will be organized into 5 units of study and Leccion Preliminar

GRADING POLICIES AND PROCEDURES FOR SRA. JIMENEZ CLASSROOM

BASIC CLASSROOM RULES:

- Be present and on time. * Keep OFF electronic devices
- Bring all learning materials with you. * No food, drinks and/or gum during instructional time.
- Sit in your daily assigned seat.
- Respect other people and their property.

CONSEQUENCE for CHOOSING to break a rule:
1. Warning 2. Parent contact 3. Referral with parent contact

THESE ARE THE PROCEDURES THAT WILL ESTABLISH OUR CLASSROOM CULTURE:
The first week you will be assigned a seat. For the remainder of the school year you will be assigned a different seat. This is done to maximize learning and to coincide with the tasks designed for the day.

ENTERING THE CLASSROOM:
When you enter this classroom, walk in quietly, turn off your phone, place it in your “mochila” or “La casa del teléfono” and take your number. Sit in your assigned seat, get out your materials for work and get to work immediately on the assignment that is posted. Bell- work assignment is to be completed quietly on your own. The assignment and the daily agenda will always be posted on the board. (Weekly agenda’s will also be posted on Gradebook. (FOCUS)
If there is homework to be turned in, place it in the bin corresponding to your class period. All homework assignments are due at the beginning of the period.

WHEN YOU ARE TARDY:
Bring a pass from the office. Enter the room quietly, find you assigned seat, and sit down.
A referral is going to be given if student arrives five minutes late.
WHEN YOU ARE ABSENT:
Check on Gradebook (FOCUS) (click to see the specific daily agenda)
You will be given one day for each day absent to turn in make-up work (Refer to School Policy as found in the STUDENT HANDBOOK.** It is responsibility of the student or parent to request make-up work from the teacher.
If you are absent for a test or a quiz you will have one week to come in (DURING LUNCH TIME) and make up the quiz or test. (set-up day and time with teacher)

HOMEWORK: Homework assignments are designed to prepare you for upcoming summatives. The teacher may require that a replacement assignment be completed for credit in lieu of the original, graded and returned assignment that was late.
Homework that is graded for correctness will be a formative grade.

PREVIOUSLY ASSIGNED PROJECTS AND/OR ASSIGNMENTS WITH DUE DATES:
All previously assigned projects and/or assignments are due on the assigned date. Please make arrangement to get them to me if you plan on being absent. Late work= partial credit.

Being tardy, does not excuse you from turning in your homework or dated project/assignment on time.

DURING INDEPENDENT STUDY, STUDENTS SEEKING HELP:
You are to raise your hand for permission to speak or if you need help.

DURING GROUP INSTRUCTION:
Be respectful and listen to others/ Raise your hand and wait to be called upon before answering.

COORDINATE LEARNING:
“The class will be divided into groups many times. The size of the group will depend on the nature of the activity. There is no need to ask if you can work with particular person because the groups are not fixed. Prepare yourself for the career world, where you will be working with many different combinations of people on committees, in groups, and on project teams for different lengths of time.”

MOVEMENT OF PAPER:
Homework/worksheet papers are placed in the bin, located in the front of the room, which corresponds to the class period. As often as possible, papers will be returned.

TAKING TESTS AND QUIZZES: SMART WATCHES AND CELLULAR PHONE SHOULD BE PUT AWAY.
Keep your eyes on your own paper.

No talking. Talking will result in the test being taken away. I reserve the right to give the student a zero for the test or give partial credit after grading what had been completed up to the time of the infraction.

No disruptions. Cheating will result in a zero grade until situation is treated.

KEEPING YOUR DESK AND CLASSROOM ORDERLY:
Please make sure you wipe your shoes before entering the room.
Place all other garbage in the trash cans. Writing in the textbooks, on the desks or classroom walls is considered defacing School Board property and is reason for a referral.

LEAVING THE CLASSROOM:
Going to office/guidance counselor: request a pass prior to the beginning of class.
Going to the clinic: request a pass prior to the beginning of class and if you get sick during class raise three fingers (help), I will silently acknowledge you and write you the pass.
**Bathroom and Water pass:** raise hand ask: “¿Puedo beber agua? or ¿Puedo ir al baño?”. Once I respond to your question, you may leave your seat, go to the front board where a form will be located on a clipboard with the pass, write your name, the time you are going out and quietly leave the room. Upon returning, write the time you came back and place the pass back on the clipboard and return to your seat quietly.

**Water fountain:** Located right outside our door.

**IMPORTANT:** No restroom used the first or last ten minutes of class and only one person will be out with the bathroom/water pass at a given time. **I reserve the right to deny the pass if privilege is abused.**

**FIRE DRILL:**
Remain quiet. Quickly collect all your belongings. Move quickly and quietly following this classroom’s evacuation route—student parking lot in front of the auditorium. **We will stay together but if you are separated from the class, we will regroup under the shade of a tree until we are signaled to return to our class.**

**DISMISSAL AT THE END OF THE PERIOD:**
*Five minutes, before dismissal, student will pick-up phone from “La casa del teléfono” and go back to seat.*
You are to remain in your seat until I dismiss the class. The bell does not dismiss the class; the students do not dismiss the class. I will dismiss the class. Make sure there is no garbage left on the floor.

**OTHER IMPORTANT ISSUES:**
We will do the following quickly and quietly with respect, consideration to others without disturbing other classes in session—Going to the library, walking in the hall during class time.
Responding to a severe weather alert and responding to a bomb threat: we will listen carefully and follow the school’s verbal directions.

**METHODS OF ASSESSMENT:**
*Diagnostic (0%)**  **Formative (40%)**  **Summative (60%)**

**GRADING SCALE:**
Grades will be entered weekly on Gradebook. Grades will be weighted as follows

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>0% Diagnostic</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>40% Formative – Daily assessment/handout/Homework/Quizzes</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>60% Summative- Unit Test/Projects/Writing and Oral TEST</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>0% Summative</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0% Summative</td>
</tr>
</tbody>
</table>

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**Please, signed and return this portion. SYLLABUS - SPANISH CLASS**

Student signature: ___________________________ Date: ______________

Parent signature: ___________________________ Date: ______________

Phone number: ___________________________ E-mail: ___________________________

**THANK YOU! I WILL BE FAIR AND CONSISTENT IN ADMINISTERING MY GRADING POLICIES AND CLASSROOM PROCEDURES. I'M LOOKING FORWARD TO A GREAT SCHOOL YEAR!**