**Teacher:** Sra. Jiménez  
**Class:** Español 3  
**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. **Our Textbook**, provides students with diverse and meaningful activities that will allow them to communicate effectively in the target language. The Textbook provides activities that aim to motivate the students and promote independent work. 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:**
- Santillá Español 3 Text and Workbook
- Pencils OR pen (black/blue and red)
- Color pencil
- Glue stick
- Highlighter
- COMPOSITION NOTEBOOK
- Notebook papers

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

**Major Units:** Spanish 3 will be organized into 6 **units of study**. These units are organized in the study of Latin American population. The vocabulary is organized by topic or situations related to the theme of the unit. The presentation of grammar is linked to a communicative function.

**Lección Preliminar:** Review of the main objectives of Spanish Levels 1 and 2. Topics: Present Tense to talk about current actions and describe routines/ The present progressive Tense to talk about actions that are happening at the moment of speaking/ Regular and Irregular preterite tense conjugations to talk about actions completed in the past/ The regular and irregular affirmative commands forms and the interrogatives in order to ask and answer questions.

**Unit 1:** ¿Cómo eres?  
**Unit 2:** Entre amigos  
**Unit 3:** Tus cosas

**Unit 4:** Vida sana  
**Unit 5:** ¿Trabajas?  
**Unit 6:** Tus aficiones

**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.  
- 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:** Food, drinks, and/or gum are not permitted during instructional time. When you enter this classroom, walk in quietly, turn off your phone, place it in your backpack 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. 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.

WHEN YOU ARE ABSENT:
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 during lunch time and make up the quiz or test.

HOMEWORK:
As your active participation will develop a strong foundation, homework assignments are designed to prepare you for upcoming summative. The teacher may require that a replacement assignment be completed for credit in lieu of the original, graded and returned assignment that was late.

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.

NOTEBOOK:
Each of you will decorate the cover front side of your Notebook (to be graded). This will be kept all year long. The back side will be used to keep your Syllabus-class procedures form signed. The notebook will contain your daily work: Should be organized by unit content: Los desafíos-vocabulario/gramatica/nota cultural. Tareas/Workbook assignment/handout papers

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

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

“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 a particular person because the groups are not fixed. When getting together in groups please pick up, don’t drag, your desks to move them. You are responsible for your own job and the results of the group. Work together within your group to help one another master the objectives. If you have a question, ask your support buddies first. You must be willing to help if a support buddy asks you for help. If no one can answer a question, appoint one person to raise a hand for help from me. Remember not to disrupt other groups. Remember to use 1” voices.

MOVEMENT OF PAPER: Pass paper from the back to the front
Homework is placed in the bin, located in the back of the room, which corresponds to the class period. As often as possible, papers will be returned, and placed in the bin designated for your class, which is located in the front of the room. (Upon completion and/or when called for, papers will be passed up to the front of the room).

TAKING TESTS AND QUIZZES:
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.**
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 your hand
I will silently acknowledge you and write you the pass.
**Water pass:** raise hand ask: “¿Puedo beber agua?”. Once I respond to your question, you may leave your seat, go to the front board where the pass will be located on a small clipboard and quietly leave the room. Upon returning, return to your seat quietly.

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

**Bathroom pass** raise hand ask: ¿Puedo ir al baño?. Once I respond to your question, you may leave your seat, go to the front board where the pass will be located on a small clipboard, 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.

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

FIRE DRILL:
When the fire alarm is activated, wait for an announcement from the front office before exiting the classroom. Move quickly and quietly following this classroom’s evacuation route-student parking lot in front of the auditorium. We will stay together.

**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.

**METHODS OF ASSESSMENT:**

<table>
<thead>
<tr>
<th>Diagnostic (0%)</th>
<th>Formative (40%)</th>
<th>Summative (60%)</th>
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**GRADING SCALE:**
Grades will be entered weekly on Gradebook. Grades will be weighted as follows
- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

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Please, signed and return this portion. **SYLLABUS- SPANISH 3 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!**