

Nombre: _____

Expectations, Materials, Procedures, and Grading

8th Grade Spanish Class, Señor Luea

Haslett Middle School



EXPECTATIONS:

Here are the three keys to success for our class:

1. **Divertido(Fun).** Enjoy the opportunity to be in Spanish class and learn the language in an engaging and unique way.
2. **Respeto (Respect).** We treat each other, our adult mentors, and ourselves with utmost respect. Discrimination, name-calling, and bullying in our classroom are not tolerated! (See "Classroom Rules" posted on wall)
3. **Responsibilidad (Responsibility).** We take care of our materials and the materials in our classroom. We come to class on time and prepared to learn and to contribute to a safe, caring environment in which our classmates can learn, too. We take responsibility for our actions and seek to make positive choices in all we do.

MATERIALS:

Below is a list of materials essential to a student's success in Spanish:

1. **Binder** – Each 8th grade student will be required to keep a 3-ring binder, at least 1.5" thick, with at least 5 dividers and several sheets of loose-leaf, lined paper. **Failure to bring materials to class results in a 5-point deduction in the student's marking period participation grade for each offense.** *It is the student's responsibility to maintain an organized binder!* The dividers will be organized in the following manner:
 - Tab 1: *Trabajo Diario* – All *warm-ups* ought to be completed on loose leaf paper here.
 - Tab 2: *Repaso* – All review vocab lists and notes will be stored behind this tab.
 - Tab 3: *Cuéntame Más* – All materials from this resource will be stored behind this tab.
 - Tab 4: *Pobre Ana/Patricia* – All materials from these resources will be stored behind this tab.
 - Tab 5: *Verbos* – Any verb lessons will be stored behind this tab.
2. **Writing Utensil** – Each student will bring a writing utensil, preferably a pencil, to class. ***If a student forgets his/her writing utensil, she/he may borrow one from the teacher, but must leave a shoe a designated area.*** Students are only allowed to sharpen pencils during work time (See Work Time vs. Instructional Time).
3. **Headphones/earbuds** – Each student should try to bring their own equipment for use in the computer lab. Students will be reminded as to which days they will be going each time. Sharing of this equipment is strongly discouraged due to matters of cleanliness and hygiene.

**If a student is unable to obtain any of these materials, Señor Luea may be able to provide them upon request – depending upon the circumstances.*

PROCEDURES:

Entering/Beginning Class: A student will enter the classroom with his/her binder and writing utensil, take his/her seat, and complete the "Trabajos Diarios" (Daily Work) assignment. **Students are asked to please be in their seats** when the second bell rings. *Students who are repeatedly reminded of this will receive tardies and págames.*

Daily Work: Daily work (*trabajos diarios*) is always up on the Smart Board waiting for students when they enter the class; it is always a review or a continuation of material already learned in the previous class period. The work is to be completed and stored in the students' folder in their notes. Students may quietly talk with other students (Level 1 on the noise level scale) and/or obtain assistance from classmates *seated nearby* during this time if needed, unless otherwise noted by the teacher.

Homework: All homework (*tarea*) for this class is due at the BEGINNING of the class period BEFORE completing the daily work, unless otherwise indicated by the teacher. Any homework turned in after the teacher indicates "last call" will be counted late and points will be deducted (see Late Work, under the Grades heading). Students caught copying other's work will be given an automatic zero for that assignment.

Handing Back Work: When an assignment has been graded, the teacher will put it in the class' "Devolver" stack. *A student is responsible for retrieving his/her own graded work.* The teacher may give a student permission to return his/her classmates' work during work time, and students may earn PESOS for this.

Work Time vs. Instructional Time: Students are allowed to exchange pencils and get more materials *during work time* without asking the permission of the teacher. However, students are **NOT** to leave their seats or talk when the teacher or another classmate is giving instructions or leading an activity unless absolutely necessary, and must raise his/her hand in this case.

Taking Tests or Quizzes: Absolute silence is required during test-taking (Level 0 on the noise level scale). Any student who talks without permission of the teacher will receive a "0" on his or her test or quiz, *regardless of the reason for the talking.* Students are to stay seated at all times unless otherwise indicated by the teacher (refer to Movimiento cards). A student with a question should ALWAYS raise his or her hand.

Computer Lab: Appropriate behavior and use of the computer lab are essential during each visit (usually once a week). Students will work at their assigned work station and not touch other students' computer. Earbuds/headphones are

If a Student Has Finished Early: Students who finish work or quizzes early have the following options, Complete other Spanish homework.

1. Make up "Pagames."
2. Ask to do homework from other classes.
3. Pick out something from "El Oasis" to do.
5. See if Señor Luea needs help with anything.
6. Read silently.

Spanish/English Sign: If the Spanish/English sign is flipped to "Español," then students must only speak Spanish. If a student cannot make himself or herself understood in Spanish, he or she may ask for permission to flip the sign. If the sign is flipped to "English," then students have permission to speak English – but are NOT required to!

Hall Passes: **A student cannot be excused from class for any reason without his or her planner.** Unless a student has been asked to leave the room by Señor Luea, all hall passes will be deducted from the students allotted marking period passes in the planner. The teacher will sign and date the planner when the student is excused. The student will take the appropriate pass AFTER his/her planner is signed.

Bathroom/Drinks of Water: Students must make use of their allotted three (3) passes for each marking period in all classes. If the student runs out of passes in his or her agenda, he or she cannot leave the room unless he or she pays PESOS, even if he/she has his/her planner.

Class Dismissal: Students are dismissed from class by the TEACHER, not by the bell. Students should remain seated unless instructed to line-up by Señor Luea prior to the bell's sounding. If any student leaves the room without the teacher's dismissal, he or she will be referred to the office for a potential detention.

Consequences for not following a procedure: There is a **3-tier** warning system in this class. These warnings are disciplinary measures and are in addition to the "Págame" system detailed under the "Grades" section.

1st offense: verbal warning – Student receives a verbal warning in class.

2nd offense: yellow warning – Student receives a "Págame", student may be removed from the room (hallway or office) and may need to fill out a behavior log. Student's parent or guardian may be contacted. Student may also receive a write-up with the office.

3rd offense: red warning – Student's parent or guardian and principal will be contacted. Student is removed from the classroom, receives a write-up, and must fill out a Behavior Contract (see Behavior Contract) with Señor Luea.

Please note: The warning system progresses from verbal to red. However, a student can receive an automatic yellow or red warning if they commit a major offense, such as those listed in the Haslett Middle School Student Handbook.

Behavior Contract: Students who repeatedly disrupt the safety and function of his or her class will fill out a Behavior Contract with Señor Luea during a time specified by the teacher. After the teacher's approval, the student will take the contract to be signed by a parent or guardian and by the building principal. If a student must fill out a Behavior Contract during a rotation, a parent conference will be requested.

****Classroom Procedures for Electronic Communication Devices (ECDs)****

According to Haslett Middle School policy, students will be allowed to use EDCs in the classroom *only if that teacher allows* for that privilege. Handheld devices such as cell phones, laptops, touch screen media devices like iPods, tablets like Amazon Kindles or iPads, or any other electronic device with multiple functions that can connect to the network are allowed in Señor Luea's classroom **for educational use only**. The use of such devices will be **at the teacher's discretion** and is a **privilege**.

Students are to store their devices face down on the table in front of them until such time as the teacher indicates, until which, they should be **powered-off**. The **teacher** will communicate with all students when it is appropriate to use a device, including when to take pictures (NEVER of other students), type/text, access links or conduct web searches. Listening to music on a device will not be the norm, and will only be possible during designated times (approved *individual* work time) and with one ear always free for listening to classroom directions.

Students will be required to complete and return the Agreement and Waiver form at the end of this document BEFORE being able to enjoy this privilege in Señor Luea's classroom.

In Room 102, failure to follow the teacher's instructions for use of handheld devices will result in the following consequences:

1. **First offense:** Verbal warning.
2. **Second offense:** Removal of device to office. Student may then only retrieve the device at the end of the school day in the office.
3. **Third offense:** Parent/Guardian must pick up the device.
4. **Fourth offense:** See student hand book (*Third violation*)

Please note: Repeated misuse of handheld devices by *multiple individuals* in any given class could result in a probationary period or complete loss of the device privilege for the **entire** class.

GRADES:

Grading Scale: Below is the scale from which a student's grade is taken for marking period grades.

Grade	High	Low
A+	100	99.5
A	99.49	93.5
A-	93.49	89.5
B+	89.49	87.5
B	87.49	83.5
B-	83.49	79.5

C+	79.49	77.5
C	77.49	73.5
C-	73.49	69.5
D+	69.49	67.5
D	67.49	63.5
D-	63.49	59.5
E	59.49	0

Grade Components: Students' grades are broken down as follows:

1. Tests (Exámenes) and Quizzes (Pruebas) – Tests and quizzes count for 60% of the student's overall grade. ALL TESTS AND QUIZZES ARE UNANNOUNCED (*with one exception, see Final Exam); we are teaching for Spanish *mastery* and *fluency*, not just so students can know information and perform well on a test or quiz.
 - Re-takes: If a student receives below a 85% on his or her test or quiz, she or he is eligible to re-take the test or quiz; however, the highest achievable grade on a re-take is a 95%. Re-takes must be scheduled with the teacher to take place within one week of the original quiz or test date. The time and place of the re-take will be decided between the teacher and student. A student is only allowed ONE free re-take per quiz or test; if a student desires another for the same test or quiz, he/she must pay PESOS. (See "PESOS" on Pg. 7).
2. Homework (tarea), Classwork, and Projects – **Homework, in-class assignments, daily work and projects count for 20%** of the student's grade. All homework is due on the specified due date at the BEGINNING of the class period; any assignment that is not turned in at the beginning of class will be considered one day late. All in-class work is due at the discretion of the teacher.
 - Late Work: Each late assignment will receive a **20% deduction** of points per day it is late, no exceptions. An assignment that is more than five days late receives a zero, regardless of original number of points. **STUDENTS MUST TURN IN ALL LATE WORK, WHETHER THEY RECEIVE POINTS FOR IT OR NOT, IN ORDER TO COMPLETE ANY EXTRA CREDIT ASSIGNMENTS.**
 - Absences: For every day a student is absent, that student will receive that many days to make up his/her work or quiz/test that he/she missed during the absences.
3. Participation (participación) – Active participation is **crucial** to the student's success in learning another language. **Each student begins the marking period with 100 points,**

which counts for 20% of his/her grade. He or she receives a 5-point deduction, or “Págame,” (see Págames) for each infraction of the three participation rules:

A. *Act engaged; look like you are participating.* Writing or talking out-of-turn, wandering eyes, sleeping, or doing other homework*, or inappropriate use of an electronic device during instruction time are generally NOT indicators of good participation, and can result in a deduction.

B. *Follow the Spanish/English sign.* When the Spanish/English sign is turned to “Español,” students are NOT allowed to speaking English.

C. Keeping an organized and complete folder and bringing it to class, including vocabulary lists and other assigned materials (flashcards, etc.)

Págames: For each participation infraction, the teacher will say the student’s name along with the command, “Págame (Pay me).” Here are a few things to remember about Págames:

1. All students begin the rotation with a 100% participation grade! It is only when they receive a Págame that they lose points from that grade; keep in mind that there are only two main participation rules (see above).
2. All Págames can be made up. See #3 and #4 below for details.
3. Students get 2 free make-up Págames, which they may only take care of during work time (see Work Time vs. Instructional Time) or as homework. The first Págame can be made up by making Señor Luea a card that says something nice about Spanish class (these cards should have an illustration and MUST be *en español!*). The second Págame can be made up by giving Señor Luea a handshake or a high-five in front of the class, saying something positive in Spanish (such as “¡Excelente!” or “¡Bravo!” or “¡Me gusta el español!”).
4. After the two free Págames, students can make up each additional Págame per marking period by writing a 100-word essay **in Spanish**. Each essay should include a series of original, coherent, and complete sentences in Spanish (Copying from a class handout or another student’s essay or work will be considered cheating and handled as such). These essays and any other Págame make-ups must be turned in *at least one week before the rotation ends*. Please note: As a result, any Págames received the week before the marking period ends cannot be made up!
5. If a student receives more than 2 Págames in one day, each additional Págame also counts as a warning (see Individual Consequences for Breaking a Rule).

Extra Credit: There are several ways to earn extra credit in Spanish class. Below is a list of a few, but many more could be added as the school year progresses. **Extra credit will NOT be awarded to a student who has not completed and turned in ALL in-class and homework assignments.**

1. Buy a Spanish/English dictionary or bookmark WordReference.com. If a student purchases one for himself/herself and brings it to class, she/he can earn points.

2. Donate items to the class. If a student donates an authentic artifact or useful material that relates to the Hispanic culture, he/she can earn points.

3. Submit PESOS or PUNTOS (See “PESOS and PUNTOS and GRATIS Slips” below).

PESOS: Each student begins the term with **20 PESOS**. A student may earn or spend PESOS however he or she pleases; however, PESOS are given and maintained on the **Class Dojo website** and will not be refunded once spent. Please see below for some ways to earn or spend PESOS; many more may be added or taken out as the rotation progresses:

+ Earn (<i>Ganar</i>) PESOS +	- Spend (<i>Pagar</i>) PESOS -
\$1-\$3 - Win a game or challenge	\$10 - ONE extra day to hand in a homework assignment without point deduction (<u>only once chance per assignment</u>)
\$2 - Extra credit assignments or tasks	\$10 - Second re-take on a test or quiz (<u>only one chance per test or quiz</u>)
\$1 - Exemplary test, quiz, or project grade	\$5 - ONE extra bathroom pass
\$1 - Certain volunteer opportunities (to be determined by teacher)	\$5 - Turn in an assignment without a name
\$? - Donate items or realia to the class (amount to be determined by teacher)	\$5 - THREE extra credit points on a test (only one chance per test)
\$? - Random act of kindness (amount to determined by teacher)	\$2 - ONE extra credit point on a quiz (only one per quiz)
\$? - Complete miscellaneous classroom tasks (amount to be determined by teacher)	\$2 - Fiesta Punto (See “ <u>Banco de Fiesta</u> ”) below
	\$? - Items offered throughout the year and at the end-of-school-year Spanish auction.

Banco de Fiesta: A class can earn a fiesta by earning “Fiesta Puntos”; Fiesta Puntos are recorded by the teacher on the “Banco de Fiesta.” Once a class has earned 25 puntos, the group will be rewarded with a “Fiesta Day” (See “Fiesta Days” below). There are a few ways a class can do this:

1. They may earn them by paying PESOS. However, **a class may only buy with PESOS a maximum of ONE Fiesta Punto per week.**
2. A class may be periodically awarded a Fiesta Punto by the teacher for impressive or especially hard work

****Classes may also lose fiesta points for disrespectful behaviors such as talking excessively during instruction or during a classmate’s presentation, repeatedly engaging in off-task behaviors such as working on other homework, doodling, or sleeping, etc. The class as a whole will only lose a fiesta point if more than 2 students at a time are demonstrating the disrespectful behaviors listed above or otherwise deviating from the classroom norms.**

Fiesta Days: When a class has earned **30 Fiesta Puntos**, they will be rewarded with a fiesta. The date of the fiesta will be determined by the teacher (usually towards the end of the rotation). Students will be allowed (but not required) to bring in a snack to share with the class on Fiesta Days. Below are the guidelines for snacks:

- The class as a whole must bring enough food or drink in order to have a fiesta.
- Students are encouraged to bring snacks that do not require eating utensils. If a student chooses to bring a snack that necessitates utensils, he/she is responsible for providing them.

Student/Parent Agreement and Waiver
Haslett Middle School Spanish
Señor Luea, room 207

Student Permission: Having read and discussed the Expectations, Materials, Procedures, and Grading document with my class and parent/guardian, I agree to follow its guidelines and understand all consequences outlined within it.

Furthermore, I understand and agree to the Señor Luea's Classroom Procedures for Electronic Communication Devices (ECDs) **detailed on page 3** of this handout. In addition to its content, I understand that this device is my personal property and not the property of the School, District, or Señor Luea and that they can assume no responsibility for this device and will be held blameless in the event of damage or loss. I understand that responsibility for the care of the device AND my behavior while using this device belongs solely to me. **The use of any such ECD in the classroom will be at the sole discretion of Señor Luea and all classroom procedures related to its use must be followed.** Failure to follow all rules will result in the loss of such privileges.

Student Name (printed) _____

Student Signature _____ Date _____

Parent/Guardian Permission: *(Required for students to operate personally owned Electronic Communication Devices (ECDs) during Señor Luea's class)* As the parent of the above listed student, I have read and understand the above classroom procedures for the acceptable use of personal ECD. I hereby give my permission for my child/student to use the specified device in Señor Luea's classroom.

My child/student, _____, has my parental permission to bring their ECD into Señor Luea's class and use it according the procedures set forth in his Classroom Procedures for Electronic Communication Devices.

(Please initial for each statement below)

_____ I understand that my student will use their ECD solely for the purpose of educational purposes, as determined by Señor Luea.

_____ I understand that my student is solely responsible for their ECD while in the classroom.

_____ I understand that Señor Luea will not be responsible for the ECD in any way.

_____ I understand that any charges or fees for data use, messaging, or other fees charged are not the responsibility of the Señor Luea, Haslett MS, or Haslett Public Schools.

_____ I understand any use of their ECD or any content contained within said device that violates the HPS AUP , HMS's ECD policy or Señor Luea's will result in disciplinary action as outlined in each of these documents.

Parent Name (printed) _____

Parent Signature _____ Date _____