

August 2011

Dear Parents:

Saludos! Greetings! My name is Angelia Littlejohn and I will be your child's Spanish teacher this semester. I am looking forward to taking a journey of fresh minds through the new world of foreign language learning. This is my 4<sup>th</sup> year at Dorman High School. Prior to Dorman High, I have taught in Greenville County at Mauldin High, Mauldin Middle and Travelers Rest High. I am a graduate of Wofford College where I majored in Spanish and studied abroad in the Dominican Republic. I have a second bachelor's degree in Business Administration from Furman University and a Masters of Education from Lesley University.

Foreign Language at Dorman High School is an academic elective and is taught for college preparation. Hence, our curriculum is designed to meet the SC Standards and taught with rigor. One of the SC diploma requirements is a unit of foreign language or a vocational class. If your child is not accustomed to taking college preparatory classes, a vocational class might be a better fit. Most colleges require two units of the same foreign language. Clemson University and the College of Charleston require three units.

So that we can plan for a successful semester, I would like to share my expectations, rules and consequences, and grading scale.

### **Expectations**

- ✓ I expect students to come to class on time and equipped with their materials.
- ✓ I expect every student to put forth their best effort to learn Spanish.
- ✓ I expect all students to participate in a ridicule-free environment.

### **Class Rules and Consequences**

Classroom management is important at Dorman High to ensure a safe and respectful learning environment. I try to be as fair as possible with all students. My rules and consequences are listed below:

#### **Rules**

1. Arrive to class on time.
2. You need all materials everyday.
3. Show respect to everyone and the property of the classroom.
4. Refrain from eating and drinking in class.

#### **Consequences for tardiness**

1. 1<sup>st</sup> and 2<sup>nd</sup> tardies - warning and communication with parents
2. 3<sup>rd</sup> tardy – written referral - principals' detention will be assigned
3. 4<sup>th</sup> tardy and all subsequent tardies – written referral and ISS

#### **Consequences for all other rules**

1. Verbal warning and conference with the student
2. Afterschool detention and communication with parents
3. Written referral

In extreme cases, the student will be escorted to ISS by administration or go directly to the office.

### Materials Needed

- ✓ 3 Ring binder – this can also be a section in a binder shared with another class
- ✓ Notebook paper
- ✓ 3x5 index cards (optional for flash cards)
- ✓ Blue or black ink pens and pencils ( on tests and quizzes, erasable blue or black ink or pencil only)
- ✓ Optional – Spanish / English Dictionary for home use
- ✓ Colored Pencils or Markers (optional – many activities and Projects will need to be in color)

### Grading is weighted as listed:

Tests and Projects	40%
Quizzes	30%
Classwork / Homework	20%
Participation and Notebook	10% (see Rubric)

**\*\*\*A semester average of 77 or better must be maintained in order to proceed to Spanish II.**

### **Projects**

Projects will be assigned for every unit. Some projects will be completed in class while others will be completed outside of class. A rubric will be given to ensure that my expectations are met. Projects must be neat and a representation of the student's best effort. The content always counts more than the appearance of the project. Projects completed in pencil and notebook paper will not be accepted. They must be colorful and completed on lineless paper or 11x17 poster board as described in the rubric or checklist.

### **Homework**

A written homework assignment may not be given everyday; however, a standing assignment is to review notes. This includes vocabulary, grammar skills, and culture. Students will have a weekly verb list and a cumulative assessment on the verbs every 3 weeks for the entire semester. They need to continuously review the list.

### **Quiz Re-take**

Students will have the opportunity to re-take a quiz within 5 days of receiving it back. The exception would be the cumulative verb assessment given every 3 weeks.

### **Extra credit**

Students will have the opportunity to earn "Pesos" throughout the semester. Pesos are bonus points that students can apply to a **quiz** and **test grade**. They will be issued for being the "student of the day" by writing the answers to the bell ringer.

### **Up-to date Grades**

PowerSchool is an internet- based tool used to track the progress of your child. Your child will receive progress reports every 3 weeks from me, but this tool will give you your child's updated grade. You may request a username and password from your child's guidance counselor if you do not have one.

**Make-Up Work**

When students are absent, it is their responsibility to make up all missing classwork, homework, and assessments within a reasonable amount of time. The student should check the bulletin board to see what was done in their absence. All questions about missing assignments should be addressed at the appropriate time.

**Cell Phones**

Cell phone use is prohibited while inside the school building. All cell phones found will be confiscated, turned in to the main office, and a referral will be written. A parent or guardian may pick it up at their convenience. If a cell phone is confiscated during a quiz, test, or exam, the student(s) will receive a zero.

**My Web Page**

Teacher web pages are available through the [www.dormanhigh.org](http://www.dormanhigh.org) site. I will maintain this page and inform you of assessments, projects and their guidelines. On this site, click Academics, Departments, Foreign Languages, and then select my name. You can also go directly to:

<http://www.dormanhigh.org/academics/departments/foreignlanguages/angelialittlejohn.aspx>

I look forward to working with you and your child this semester. If I can be of further assistance, please feel free to send an email: [littlead@spart6.org](mailto:littlead@spart6.org) or call 864-582-4347.

Sincerely,

Angelia Littlejohn

# Please complete this form and return to Miss Littlejohn

**Please Print**

Student name \_\_\_\_\_

(1) Parent/ Guardian _____
Relationship to student _____ phone # _____
Email _____

(2) Parent/ Guardian _____
Relationship to student _____ phone # _____
Email _____

Does your child have access to a computer?

Does your child have access to the internet?

Please list any food allergies: \_\_\_\_\_

Does your child have a vision or hearing impairment that requires preferential seating in the class?

Has your child taken or is currently taking a vocational class from RD Anderson or one of the home econ classes (i.e. Foods, Fashion, Parenthood, Interior Design, etc) at Dorman?

Thank you for taking the time to complete this.

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_