

**Important Information for Students Taking Spanish**  
**Dorman High School**  
**Señora Robinson**

¡Bienvenidos a la clase de español! I am very excited to be teaching you Spanish this year. Because learning a foreign language requires much effort from both the teacher and student, it is important to follow the expectations and procedures outlined below.

**Class Rules:**

1. Respect yourself, your teacher, and your fellow peers with your words and actions.
2. Come to class prepared and willing to work each day.
3. Respect the space and property of the teacher and your peers. Do not touch what doesn't belong to you. Do not sit at the teacher's desk.
4. Do not work on other assignments. Pay attention and keep your head up.
5. Candy, food, beverages, cell phones, and other electronic devices such as Ipods are not allowed in the classroom. Should these items be visible, they will be confiscated.
6. Purses and backpacks are not allowed to rest on student desks nor on laps.

**Consequences:**

FIRST OFFENSE: Verbal warning

SECOND OFFENSE: 15 minute detention in Room 208 on assigned date; writing assignment

THIRD OFFENSE: 30 minute detention in Room 208; parental (and coach, if applicable) contact

ADDITIONAL OFFENSES: Referral to appropriate administrator

*\* Consequences of inappropriate classroom behavior are subject to teacher's discretion and/or Paul M. Dorman High School handbook.*

**Tardies:**

Refer to the student handbook for tardy policies and consequences as ***they will be strictly enforced.***

**Grades:**

Refer to student handbook for Dorman grading scale. In Spanish, your final grade will be calculated as follows:

*Tests:* 30%

*Projects:* 25%

*Quizzes:* 25%

*Participation:* 10%

*Daily Grades:* 10%

**\* A final grade of C or better is recommended to advance to the next level.**

**Required Materials**

Pencils or Pens (for assignments that will be turned in, please use blue or black ink only)

3-Ring binder well stocked with paper

Four dividers

\*Suggested but not required: Spanish-English dictionary, index cards

### **Beginning of Class**

Upon entering the classroom, please sharpen your pencil, have a seat, and get out materials. If there is an overhead assignment, begin work promptly. Listen quietly during the announcements.

### **Class Notebook**

Your binder should be divided into 4 sections: vocabulary, notes, classwork, and homework. At the end of each nine weeks a notebook check will be given that will require you to find and submit assignments and handouts from your binder. It will count as a quiz grade.

### **Restroom Policy**

You will be given three opportunities to visit the restroom. A sheet is located beside the door on the clipboard to write your name and to indicate times for leaving and arriving. A pink laminated hall pass is provided for you to take in case a principal asks for it.

### **Cheating**

Students are expected to demonstrate academic integrity with all assignments and assessments. For this reason, students should make a conscious effort to face forward, clear materials from desks, and keep eyes on their own work. Any form of cheating will result in a zero, and the student will not be allowed to retake the assessment.

The use of an online translation site while completing assignments outside of the classroom is acceptable only for looking up words or simple phrases (NOT complete sentences) when a Spanish-English dictionary isn't available. If, after reading the assignment, it is apparent that a student has relied too heavily on a translation site, 10 points will be deducted from the grade, and the student will be required to redo the assignment in B-208 during a time designated by the teacher. Failure to redo the assignment at the designated time will result in a zero.

### **Make-Up Work**

All work will be placed in a basket located in the back of the room. This work includes worksheets, copies of overhead work, and typed notes that were given out in class. However, it is the STUDENT'S responsibility to obtain textbook assignments and notes taken from the board from a reliable peer and to consult Sra. Robinson regarding any questions or concerns. **Students will have FIVE days from the day they return to school to make up work, or a zero will be recorded.**

### **Extra Assistance**

Sra. Robinson will be available after school until **4:00** each day. Students are encouraged to stay if they have been absent or have questions about concepts. Skills build upon one another in a foreign language, and problems are best avoided when students are proactive.

### **Retake Policy**

Students have one retake option each nine weeks. *The retake must be completed within one week after the assignment is given back to the student.*

### **Contact Information:**

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