**Policy Sheet**

**Español III**

**La Clase de Srta. Klesko**

**Semester I, 2019-2020**

Required Materials

* Index Cards
* Post-It notes of different sizes (one standard pack/one small “flag-size” pack)
* Blue & Black Pens, Pencils, highlighters
* Glue sticks or double-sided tape
* Covered textbook, *Buen Viaje*
* One Composition Book (100 pages) per semester
* Small, Post-It Note styled writable page divider tabs
	+ Dividers are to be labeled in class, as will the entire Composition Book, to meet the class requirements. We will spend Thursday, September 5th on this endeavor together.
	+ Please have all materials by **Thursday, September 5th** as well as your textbook covered. *This will be among some of your very first, class points earned.*

Classroom materials need to be brought to class daily and will reflect in your participation grade. The class notebook will need to be maintained **daily** and is subject to quiz grades during the year.

Grading

Grades are tabulated using a “Total Points” method. Typically, tests and projects are worth 100-200, quizzes worth 50-100, and homework from 5-50 depending on its length and value. Participation is an **essential** factor in your grade. Each week, you will be **given** 20 points (4pts per day) and it will be your responsibility to **keep** them. Students will maintain points by being engaged in all classroom activities and demonstrating their developing Spanish skills. Of course, as a Spanish III student, I will expect to hear more Spanish in our everyday interactions. Look for simple opportunities to greet someone, request information, or chit-chat “en español”…this is the quickest way to an excellent participation grade, and it will make the class much more fun! ☺ Because your participation weighs heavily in the composition of your grade, speaking Spanish, even imperfect Spanish, will positively impact your overall grade. However, your grade will suffer for not speaking Spanish. Your participation will be assessed in a variety of ways:

**T-** The degree in which you actively speak Spanish, volunteer, and generally engage in our class exercise and/or discussion

1. The level at which you perform, which will INCLUDE some errors. Accuracy does NOT mean you have to be perfect…mistakes are encouraged! Making mistakes is the way we learn ☺ Students’ focus should be on developing and improving their Spanish skills.

**L -** The effort in which you perform and the quality of your listening skills

**K -** The level of kindness you offer to partners and groups by making a strong effort in activities together.

 When you experience an excused absence from school, you are entitled to receive a day for each day missed in which to make up work, tests, or quizzes. This is a policy provided in The UCS Student Handbook. Please keep in mind it is your responsibility to find out what you’ve missed and schedule any make-up tests. The first resource you should consult is a trusted amigo in class. Entries in the <<Indice>> from the day/s you missed should be noted and completed (both notes and tarea) in his/her notebook. I always suggest each student create a partnership with a peer in class and look out for one another when there is an absence, much like you would do in college classes. Chances are, I’ll be addressing all your questions regarding what students have missed from the day before in the first minutes of class, and before hour’s end, you should be fully informed. Another way to avoid missing information important to your success in this class is to access my Weebly site, <http://miclasefavorita.weebly.com/> , in addition to the PowerSchool Student Portal. Please be aware that a chronic absentee problem will greatly impact a student’s ability to be meet the state requirement of “Intermediate Mid” for this language level, and thereby impact your grade negatively.

Classroom Conduct

 It has been my experience to expect nothing but the best from Eisenhower students regarding classroom conduct. Should a problem arise, the appropriate measures as stated in the Student Handbook will be taken to correct the issue. While Eisenhower High School has a “no cell phone” policy, there may be appropriate times for you to use your smart phones to participate in a classroom activity. I will let you know when use of a cell phone is appropriate. Until that time, cell phones are not permitted in our classroom. Furthermore, please understand, that ***the presence of a cell phone or any device with a camera function, or Air Pods on a test or quiz day, or on a test or quiz review day, will automatically delete any earned score, and you will receive zero credit.***  Please also understand that the ***use of translator programs*** and similar apps is a punishable offense in accordance with the Eisenhower High School Plagiarism Policy. I will expect all students to follow the Eagle Respect Code and to approach each day in this class with a positive attitude. I will prefer to address any issues regarding behavior with you directly, as you are a young adult and responsible for your conduct. In the event that further steps need to be made to remedy the situation, we will involve your guardian as well as counselors and principals, in that order. We are all going to be working very hard to make this class experience a success, and we need everyone to respect this process.

 Please know that I welcome any conversation out of class (in English or, *ojalá, en español* :-) and will make myself available to you by appointment to help you reach your personal goals for Spanish III.

**¡Bienvenidos! **