

Dear Student:

¡Bienvenidos! Our goals for this year are to develop and improve your ability to read, write, understand and...yes, speak Spanish. In order to achieve this goal, **you must...**

1. **Be in class** regularly and **on time**.
2. **Pay attention** in class, **participate** and **take good notes**.
3. **Do your work**—correctly, on your own and turned in on time.
4. **Study daily**.
5. **Use the language** outside of the classroom.
6. **Behave** so that everyone can learn.

In choosing this class you have taken the first step in becoming proficient in this language. It may not be easy, but it will be rewarding. My high expectations for you won't be compromised. **You** do **your** job, and **I** will do **mine**.

Dear Parent:

*It is as important to communicate expectations for this course to **you** as it is to your child. Please review with your child the materials in this packet. Being well informed about the policies and procedures of this course should prove beneficial as the year progresses. After you've reviewed this packet, please sign below and return this page with your child as soon as possible. Thank you in advance for your cooperation as we work together to help your child successfully meet the objectives of this course.*

Sincerely,

Arturo Castillo  
Spanish 1/2/3/4  
[acastillo@bolesonline.com](mailto:acastillo@bolesonline.com)

\_\_\_\_\_  
**Student name (PRINTED)**

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent signature**

\_\_\_\_\_  
**Date**

**PARENT CONTACT INFORMATION**

**Home phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_

**Work phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

## CLASSROOM RULES, POLICIES and PROCEDURES

### 1. **BE ON TIME.**

TARDINESS WILL NOT BE TOLERATED (see Tardy Policy on the Student Handbook). Be **IN THE ROOM** when the bell starts to ring (not running down the hall or rushing through the door as it is ringing). Enter in an orderly fashion, sit in your assigned seat, don't disturb others and get to work.

### 2. **BRING MATERIALS EVERYDAY.**

You need your **NOTEBOOK, PAPER** and **PEN** everyday. These will not be provided to you by the teacher or other classmates. Not having them could result in you having homework.

### 3. **RESPECT THE CLASSROOM.**

**Everyone** is responsible for classroom maintenance. Pick up after yourself. Return things to their proper place. NEVER remove anything from the teacher's desk, bookshelves, cabinets, etc. without permission. **DO NOT WRITE OR SIT ON DESKS.**

### 4. **BE RESPONSIBLE.**

Your behavior directly affects your performance. Misbehavior that affects the performance of others or the teacher's ability to teach WILL NOT BE TOLERATED. Respect your classmates' rights to hear and be heard. Remain in your assigned seat **unless engaged in assigned partnering or group activities. NEVER talk when the teacher is talking!**

### 5. **USE SPANISH.**

Spanish is the language of this class. Don't be surprised when it is spoken or when you are expected to speak it. Formal and informal participation grades will be given. Daily instruction will take place **in Spanish (Spanish 2,3, and 4)**. You will be expected to understand what you are being told, to ask questions and respond **in Spanish on your own. Don't expect the teacher or your classmates to serve as your "human dictionary/translator"!**

**Detention** Will be assigned for breaking classroom rules or policies. Minimum detention assignment will be 30 minutes (**lunch detention**.)

### **Late Work**

Homework is due at the **BEGINNING** of the class of **THE CLASS PERIOD AFTER** it was assigned (*unless otherwise specified*).

**Major Grades (Projects):** A penalty of no more than 10 points per day up to (3) days before a zero is given for work not turned in on time.

**Major Grades (Test):** Test must be taken **immediately** upon return from an absence during lunch lab or after school only.

**Homework/Daily Work:** If the work is not finished on time, the assignment will be taken up and sent to lunch lab for completion.

**Quizzes (Daily grade):** Quiz must be taken **immediately** upon return from an absence during lunch lab or after school only.

**Scheduled Absences (Field Trips, Extra-Curricular Activities, Scheduled Doctors Appointments):** It is your responsibility to arrange for the makeup of work that will be missed **before** attending any scheduled absence. Students will be required to attend after school tutorials until all work is completed.

**NOTE:** LATE work **MUST** be turned in directly to the teacher. Late work (and makeup work) is to be completed outside of class. If the absence is unexcused the maximum grade a student can receive for all daily grades is an 80. A different quiz or test assessing the same content and skills as the one missed may be given.

**REMEMBER:** YOU are responsible for getting your makeup work after an absence. **I do not give extra credit so be sure you do your best on EVERY assignment!**

---

**The 6th week of each six weeks will be a "DEAD WEEK". You may complete makeup/late work according to the above policies, but no last minute "what-can-I-do-to-bring-my-grade-up" work will be allowed.**

---

## ASSIGNMENTS

1. HOMEWORK is due **at the beginning** of the **class period after it was assigned**.
2. CLASSWORK is due at the end of the period. If not complete at that time, you will be given directions as to when it is to be completed (after school, as homework, etc.)
3. Do all work on white, loose-leaf paper, using blue or black ink or a pencil.
4. Write your name (first and last), date, course-class period. En español—no abbreviations!
5. ALWAYS title your paper on the first line of the first page with the name of the assignment.
6. Keep your work neat and legible.
7. Keep all graded work in your Spanish notebook.

## ACADEMIC DISHONESTY/CHEATING

Cheating will result in a grade of zero on ANY assignment, a lowered citizenship grade, referral to principal and contacting your parents. You are expected to DO YOUR OWN WORK with minimal input (if any) from classmates, friends or acquaintances, electronic sources, etc. Copying any part of someone else's work is not permissible. Working together on assignments where individual grades will be given is not allowed. If the Spanish words and sentence structures do not come from you, then you won't receive credit for it as your work.

## NOTEBOOK

1. Notebook should be a **2"–3" three-ring binder** and MUST be brought to class every day.
2. Keep Spanish materials ONLY in your notebook, attaching all papers to notebook rings.
3. Notes should be taken on loose-leaf paper. Date and title each day's notes.
4. Label and order dividers as indicated below:
  - INFORMACIÓN DE LA CLASE** (class information)
  - APUNTES** (notes)
  - VOCABULARIO** (vocabulary)
  - TRABAJO CALIFICADO** (graded work)
  - PARA EMPEZAR** (bell work)
  - OBRAS DE LECTURA/RECITACION** (readings)
5. Notebooks will be graded. Place a cover sheet at the front of your notebook with **NAME, COURSE-PERIOD, and SIX WEEKS**. Replace coversheet each time your notebook is graded.
6. ALL graded papers and handouts STAY IN YOUR NOTEBOOK until you are told (by the teacher) to remove something. Don't throw away anything!

## GRADE POLICY

**TESTS GRADES** (2 minimum each 6 weeks)  
(major assignments, exams, projects)  
25%

**MINOR GRADES** (10 minimum each 6 weeks)  
(homework, classwork, quizzes)  
50%

**SIX WEEKS TESTS GRADES**  
25%

Assignments may be weighted (counted for two or more grades) based upon teacher's evaluation of their difficulty. This will not change the percentage for averaging the 6 -weeks' grade. Grades are based on percentage of correct answers provided or requirements fulfilled. Besides obvious deductions for incorrect/incomplete answers, deductions may also be made for failure to properly use accents or correctly follow directions. Partial and extra credit may be given at the teacher's discretion.

## SUPPLIES/MATERIALS

Binder, notebook paper, dividers, blue/black pens, pencils, highlighter, colored pen/pencil, and **Spanish/English dictionary (college edition)**.