Class: Spanish III Teacher: Mrs. Amanda Killebrew Room: C208

¡Bienvenidos! Welcome to what I hope will be an exciting and productive year as you take on the challenge of continuing to learn a new language. I look forward to getting to know each of you. The following letter contains information regarding what you will need to do, and expect, in order to have a successful year in Spanish III. Please feel free to contact me by email **killebrewal@scsk12.org** or by telephone **(416-0955).** I will also maintain a website that will contain the week’s planned activities, notices of upcoming tests/quizzes, and any other announcements. You can get to that website through my page on the Germantown High School website or by going directly to <http://senorakillebrew.weebly.com/>.

**Suggested Materials:**

3-ring binder with 5 dividers Loose-leaf paper Pencils and/or pens, highlighter

Spanish-English Dictionary (recommended)

**Class Rules:**

1. Follow all directions the first time they are given.

2. Be in your seat working on the warm-up when the bell rings.

3. Refrain from swearing, teasing, and putting down others.

4. Follow all school policies, including those for cell phones, electronics, and dress code.

5. Participate in all class activities.

**Rewards: Consequences:**

1. Verbal Recognition 1. Reminder

2. Positive phone calls and notes sent home 2. Conference with the teacher

3. Reward coupon(free test/quiz question, etc.) 3. Fill-out Behavior Action Plan

 4. Phone call home

\*Rewards will be given at the discretion 5. Referral to principal

of the teacher.

\*Some incidents may be severe

 enough to skip steps 1-4 and go

 directly to number 5.

**Grading:**

Students’ grades reflect their work in this class and are calculated by total points that are weighted by category. It is a compilation of daily work, homework, participation, quiz and test grades, oral work, performance assessments and special projects. The categories and weighting for grades will be as follows, but are subject to change:

* Daily Grade (effort and participation in classroom discussions and activities)………………………. 20%
* Homework (grades for effort and correctness may be taken)…………………………………………………10%
* Quizzes (vocabulary, grammar, culture, etc.)………………………………………………………………………….20%
* Tests……………………………………………………………………………………………………………….........................25%
* Performance Assessments and Projects (culminating activity)……………………………………………… 25%

**Absences and make-up work:**

* Students who have been absent are required to make-up all missed work, except where indicated on the absentee calendar.
* Students will have 2 days for every day absent (excused) to complete all make-up work without receiving a point deduction, per school policy.
* For unexcused absences, students have 1 day for every day absent to complete the make-up work. All make-up work completed due to an unexcused absence will be deducted 1 letter grade (per school policy).
* If a student is absent the day before a test/quiz/project due date, he or she is still responsible for taking the test or quiz or turning in the project.
* If a student is absent on a test/quiz day, the student must schedule with the teacher to make-up the test either during the intervention period, or before or after school within one week of the student’s return. Tests not made up within that time frame will receive a 10% deduction per day.
* A student who is absent on the day a project is due is expected to turn in the project the day of his or her return to class. Any student who is on campus on the day a project is due is expected to turn in his or her project before leaving for the day.
* It is solely the responsibility of the student to get all make-up work and turn it in within the allotted time, without being reminded by the teacher. Students are expected to check the absentee calendar and crate to get all missing work.

**Retakes:**

* If a student earns below a 70% on a test, quiz, project, or performance assessment, he or she has the opportunity to retake that assessment. The highest grade that will be given for a retake is a 70%.
* In order for a student to retake an assessment, he or she must complete a “Request to Retest” form and indicate at least 3 activities that have been done to better prepare for the assessment.

**Late Work:**

* Students who do not turn in assignments on time will receive a deduction equivalent to 10% for each school day that an assignment is late, up to 50%.
* All missing work must be turned in before the End of Unit Assessment (Chapter Test). **No late work will be accepted the last week of the quarter.**

**Extra Credit:**

* Students may complete 1 extra credit assignment per quarter. Mrs. Killebrew must approve any extra credit project before students begin. Failure to receive prior approval may result in not receiving credit for the project.
* All extra credit assignments must be turned in by the Friday before the last week of the quarter.
* **Students who have missing assignments must complete all missing work before receiving extra credit.**

**Tutoring/Intervention**

Tutoring will be available most days before (6:30-7:00) and after school (2:15-3:00). Students are welcome to come in and do their homework/study during these times. Students must schedule an appointment with Mrs. Killebrew if more intensive help is needed. Students may also come in during the intervention period for help but must schedule ahead of time in order to receive a pass.

**Personal Business passes:**

* Only one student will be allowed to be out of the room at a time for restroom or water breaks.
* Students will not be allowed to use their restroom pass during the first or last ten (10) minutes of a class period, according to GHS policy.
* Students who require more frequent restroom breaks must have a doctor’s note on file in the office and must notify the teacher in advance.

**Important Classroom Policies and Procedures:**

* Students are expected to come to class prepared to learn and participate each day.
* Students must not leave their seat without permission.
* Students are not permitted to have food or drink in class.
* Students are only permitted to work on Spanish assignments during class time. If a student finishes his or her assignments early, he or she may study vocabulary, work on an enrichment activity, or begin working on an extra credit assignment. If students are working on assignments for other classes, those assignments will be taken up and returned to the assigning teacher’s mailbox.
* All backpacks and purses must be kept on the floor underneath the student’s desk. Bags may not block the aisles, as this can cause safety concerns.
* During graded assignments such as tests and quizzes, students must clear their desks and place all electronic devices in their backpacks (this includes any SMART watches).
* Any student who is out of his or her seat when the bell rings at the end of class will be the last to leave the room.

**School Policies:**

All school policies will be enforced. Please be sure to read the student handbook and follow all the guidelines, especially regarding cell phones/electronics, dress code, and the honor code.

**Remind 101:**

To receive class announcements, please text @ad4f4f to 81010. (@ad4f4f goes in the message body, and 81010 is the recipient)

**Please detach and return the bottom portion to Mrs. Killebrew.**

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I have read the requirements and policies for Mrs. Killebrew’s class and I understand them.

Student name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Parent/Guardian name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Parent/Guardian Contact Information:**

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