**Spanish 4 Policies and Procedures**

2016-2017

Arlington High School

**Señor James Babb**

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**COURSE DESCRIPTION**: Spanish 4 is a continuation of the grammar, vocabulary, and pronunciation learned in Spanish 3 and a preparatory class for students wishing to continue with AP Spanish. Students continue to develop written and oral proficiency in Spanish and deepen

**MATERIALS:** Please bring the following materials to class EVERY DAY:

-(1) 1-inch binder -Notebook Filler Paper

-(4) Dividers -Pens (preferably dark colors)

Bellwork -Pencils

  Vocabulary -Dry Erase markers (stored in class)

Grammar -Pocket Dictionary: Spanish-English

Culture -Index cards

-Kleenex -Ream of copy paper

I request that each student bring a box of Kleenex and a ream of paper. Students like notes and work printed out and they need to blow their noses during cold and flu season. Please provide these extra items for your child. I will provide my fair share of paper and Kleenex for the students as well.

GRADE SCALE:

93-100 =A; 85-92=B; 75-84=C; 70-74=D; 69 and below=F

If there is a question about a grade, please email me or use the REMIND app to contact me with any concerns. Students may also talk to me before or after school, or after class.

HOMEWORK POLICY:

When assigned, homework will be due at the beginning of the period the next time the class meets.

LATE WORK POLICY:

Late work will not be accepted unless there are extenuating circumstances. Individual situations will be handled individually.

TARDY POLICY:

I will uphold Arlington High School’s tardy policy. In other words, DON’T BE LATE!

ABSENCES/MAKE-UP WORK:

Regular attendance is expected and necessary to pass this class. There are classwork activities and discussions that cannot be made up. However, in the event you must be absent, it is your responsibility to check the make up work binder. You should also borrow and copy any missed notes from a classmate before or after class. You will have one day per day absent to make-up any work.

Any work that was assigned before your absence is due on the day you return.

This includes scheduled quizzes and tests.

BULLYING:

My class is a no bullying zone. Bullying, harassment (including “checking”), and aggressive behaviors will not be tolerated.

EXPECTATIONS:

1. Listen and be attentive. Do not talk, put your head down, or sleep while I am speaking to the class.
2. Participate. Don’t be afraid of making a mistake. Always try to use as much Spanish as possible in class, even if you risk being wrong.
3. Ask questions. Don’t fall behind. Don’t be afraid to ask for clarification, because chances are that someone else in class has the same question that you do.

CLASS RULES:

1. Be respectful of faculty, staff, administrators, students, and school facilities.  Follow all rules, policies, and guidelines as stated in the Arlington High School student handbook.
2. Be in your assigned seat when the tardy bell rings prepared to start class with pencils sharpened and all of your required materials out when the bell rings. Immediately start on bellwork.
3. Do not ask to leave class except for an emergency. Go to your locker, the restroom, and take care of any other personal business BEFORE class.
4. No food, drinks, candy, or gum! There is only one exception. Students may bring a sealable bottle of water. You will be assigned detention for breaking this rule.
5. Wait until I, **not the bell**, dismiss you. Do not get up and walk toward the door until dismissed.
6. Raise your hand for permission to speak, ask a question, or leave your seat.
7. Don’t be disruptive or do anything that would distract the class from learning.
8. Do not use profanity, racial slurs, or any other types of hate speech.
9. This class is reserved for Spanish. Do not work on another class’s assignments in my class.
10. No cell phones, tablets, or other media devices unless explicitly instructed to use them.

CONSEQUENCES for breaking these rules:

You may get a warning, a phone call to parents, detention or a referral to your grade level administrator depending on the severity of the infraction.

PARENT CONTACT:

Please join my Remind group. See my **website**, **http://ahsspanishbabb.weebly.com** for details. Also, please email me from your preferred email address with your child’s FIRST and LAST NAME and CLASS PERIOD in the SUBJECT LINE so that I can create a emailing list to facilitate communication.

AFTER THOROUGHLY READING THIS INFORMATION, PLEASE PRINT AND SIGN YOUR NAME BELOW AND RETURN TO ME BY AUGUST 15, 2015.

**STUDENTS:** I have read the classroom policies and procedures and I understand what is expected of me. I agree to honor these policies and procedures while in Spanish IV class.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENTS:** I have read the classroom policies and procedures and my child and I have discussed these classroom policies and procedures.  I understand what is expected of him/her and I will support these policies and procedures while my child is in Spanish IV class.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_