

**BIENVENIDOS**  
**Señorita Councilman**  
**Amy\_L\_Councilman@mcpsmd.org**  
**White Oak Middle School, 2009-2010**

¡Bienvenidos a la clase de español! Vamos a aprender mucho, hablar mucho y jugar mucho este año. En la clase de español HABLAMOS ESPAÑOL. This class will be taught primarily in Spanish. Of course we'll speak English for topics we haven't studied, but our main objective is to communicate en español. You'll love it! The purpose of this letter is to explain the policies, requirements and classroom routines that we will follow this year:

**1. MY RESPONSIBILITIES AS YOUR TEACHER:**

- To treat you with respect and care as an individual
- To provide you an orderly classroom environment
- To provide the necessary discipline
- To provide the appropriate motivation
- To teach you the required content

**2. YOUR RESPONSIBILITIES AS MY STUDENT:**

- To treat me and your peers with respect and care as an individual
- Respect the classroom materials including desks, bulletin boards, books and posters, and all persons in the room
- To arrive on time for class regularly and be prepared daily with the required materials
- To be cooperative and not disruptive
- To follow all school rules as listed in the student handbook
- To study and do your work (EFFORT=SUCCESS)
- To learn and master the required content

**3. DISCIPLINE:**

Consequences for lateness, disrespect, or disruption will result in a warning, a conference, parent contact, after-school detention or an office referral.

**4. HERE ARE A FEW ROUTINES THAT WE WILL FOLLOW:**

- You are expected to be in your seat and working on the pre-class activity drill, ("Práctica") when class is scheduled to start. Your homework and planner should be on your desk ready to be checked. You will copy your homework for the next day after completing the drill.
- Our goal is to become more proficient in Spanish; therefore we will speak in Spanish whenever possible. (refer to the "expresiones para la clase")
- I will collect the drill sheets after ten "prácticas" have been completed.
- If you miss a quiz or test, you will need to make arrangements to take it during lunch, before school or after school as soon as possible. If you were absent the day before a quiz/test, you will still take the quiz/test on the scheduled day. Always check homework postings on edline when you're absent!
- I would like to emphasize that it is YOUR responsibility to come to ME, your teacher, about make-up work. I will not remind you about homework or quiz make-ups more than once. I will keep extra copies of all activities and worksheets in a binder on the windowsill.

**5. GRADING POLICY**

There will be many types of assignments:

→	→	→	→	→	→
Homework for Practice and Preparation	Formative Assessments	Summative Assessments			
Homework and classwork assignments that are assigned as practice and will be checked for completion	Could be homework, classwork, drills, quizzes, daily speaking grades, written or oral presentations, cultural activities or skits, BCRs	Could be a unit test, project, ECR, or oral communication prompt			
Reported as an A,B,C,D, or E	Reported as an A,B,C,D, or E	Reported as an A,B,C,D, or E			
Graded as 10% of marking period grade	Graded as 50% of marking period grade	Graded as 40% of marking period grade			
Give helpful feedback and check student learning during instruction	Give helpful feedback and check student learning during instruction	Assess the meeting of course objectives at the end of instruction			

**Overall:**

Grades will reflect individual achievement of the MCPS standards for a specific marking period. For middle school students in high school courses, objectives for the course are considered the objectives for the individual students. (Refer to the objective charts.)

**Learning Skills:**

- Will be divided into two categories:
  1. Participation – asking questions, giving ideas, using feedback, and engaging in learning
  2. Assignment completion – completing homework and classwork assignments
- Data will be collected to monitor progress in these two categories. This information will appear on the student progress report and report card

**Late and Missing Work:**

- Each assignment will have a **due date**. This is the date by which you are expected to submit the assignment. Grades will drop one letter grade (10%) if it is not turned in by the due date.
- The **deadline** is the last day an assignment will be accepted for a grade. In some cases, the due date and the deadline may be the same. Work not turned in by the deadline will be considered missing and will be recorded in the grade book as a 0%.

**Revision of Student Work:**

- Reassessment opportunities are identified by the teacher before the original task/assessment.
- All students may be reassessed one time per task/assignment, regardless of grade on original task/assignment, if they meet the following requirements: complete the original task or assessment, complete required assignments, and complete reteaching/relearning activities, as determined by the teacher.
- Some formative assessments, such as quizzes, may be taken a second time; however, the second score will take precedence over the first and must be announced when the assessment is given. The student is responsible for attending any make-up sessions as announced by the teacher before retaking the formative assessment at the designated time.
- No end of unit tests or semester exams will be reassessed

**Extra Credit:**

- MCPS grading policy does not allow extra credit.

**Communication:**

- Planner, grades online, progress reports/interims, report cards, edline, email

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Ms. Amy Councilman, Spanish teacher

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I have read the above classroom policies, expectations and routines

Student's signature

Parent/Guardian's signature

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