

# *¡Bienvenidos!*

Señorita Miller

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White Oak Middle School, 2011-2012

The purpose of this letter is to explain the policies, requirements, and routines we will follow this year:

## **1. Teacher Responsibilities:**

- ❖ 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. Student Responsibilities:**

- ❖ To treat me and your peers with respect and care as an individual
- ❖ Respect all classroom materials
- ❖ 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:**

Lateness, disrespect, or disruption will result in an appropriate consequence, which may include but is not limited to: a warning, a conference, parent contact, lunch or after-school detention, or an office referral.

## **4. Routines:**

- ❖ You are expected to be in your seat and ready to start class when the bell rings. 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 Práctica.
- ❖ Our goal is to become more proficient in Spanish; therefore we will speak in Spanish whenever 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 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. Communication:**

- ❖ Edline & grade book, planner, progress reports & interims, report cards, email, phone calls

## 6. Grading Policy:

There will be a variety of assignments in this class:

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 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

### Learning Skills:

Learning skills are divided into two categories: Participation and Assignment Completion. Data will be collected to monitor progress in these two categories. This information will appear on the progress report and report card.

### Extra Credit:

- ❖ MCPS grading policy does not allow extra credit.

### 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. *If a summative assignment is not completed by the due date, the student's parent/guardian will be contacted before the deadline.*
- ❖ The **deadline** is the last day an assignment will be accepted for a grade. For some homework or in-class assignments, 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%. Work cannot be made up after the deadline has passed.

### Re-teaching and Reassessment:

- ❖ Re-teaching will occur during class, but extra help is also available by appointment before school, during lunch, and after school. Talk to your teacher if you need help.
- ❖ No summative or semester exams will be retaken/reassessed.
- ❖ Some formative assessments can be retaken/reassessed:
  - The teacher will announce in advance whether or not a re-take will be offered for the assessment.
  - Students will only be eligible to reassess 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.
  - The score of the re-take/re-assessment will replace the original score.

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**Ms. Leslie Miller, Spanish teacher**

***I have read the above classroom policies, expectations and routines***

**Student's signature**

**Parent/Guardian's signature**