

**Carroll County High School**  
**Spanish 1**  
**Policies and Procedures**

**Teacher:** Señora Amanda Gardner  
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Dear Parents and Students,

I am very excited to be teaching Spanish I at CCHS. I look forward to working with your child. We will focus on speaking, listening, reading and writing the Spanish language as well as Spanish and Latin American culture.

Please read over the following important information with your child. Sign and return the form, as it will be your child's first homework assignment in my class.

My primary goal is to make sure every student is successful in my class. I am always available to provide extra assistance. I will notify you if I have any concerns regarding your child's progress, work or behavior in my class. We can work together to ensure your child has a very rewarding experience this year in his/her foreign language study.

If you have any questions or concerns, please contact me by e-mail at: [amgardne@ccpsd.k12.va.us](mailto:amgardne@ccpsd.k12.va.us)

**I. Course Goals: Students will *master* all basic foundational skills in Spanish!**

Accomplishing this goal will mean:

- Studying hard to memorize ALL vocabulary on reference lists.
- Narrating a story or having conversations for at least one minute *in Spanish*.
- Reading excerpts from authentic Spanish texts.
- Mastering a **minimum** of 80% of all objectives on tests/quizzes.

**II. Materials:**

- 1 ½ inch three ring binder
- Lined loose leaf paper
- Pencils or pens (blue or black ink only)
- Dry erase marker (for personal use)

**III. Expectations:**

Carroll County Spanish scholars:

- Follow all classroom rules and procedures
- Adhere to CCHS rules
- Come to class every day on time, in dress code, prepared, and ready to work hard
- Produce high quality work and constantly strive for improvement

Carroll County Spanish teacher:

- create a safe learning environment for all students
- adhere to CCHS rules
- come to class every day with engaging and challenging lessons
- openly communicate with students and help them to meet expectations and reach the class goal

When expectations are followed, students can expect any of the following rewards.

1. Verbal recognition
2. Calls home (Coaches notified)
3. Small in-class rewards (stickers, candy, erasers, etc.)
4. Amazing referrals
5. Incentives (both small and large based on academic achievement)

#### **IV. Class Rules:**

1. Only use **positive language**
2. **Listen** respectfully the first time directions are given; raise hand to speak
3. Arrive to class **prepared and on time** (That means in his/her seat and working on the Do Now when the bell rings)
4. **No food** or candy in class (including chewing gum)
5. **Stay in your seat** unless you have permission to be up

#### **V. Consequences:**

When classroom expectations or AHS expectations are not upheld, students should expect any one of the following consequences, which will vary based on the level of the infraction.

1. Verbal warnings with action plan put in place
2. Calls home (Coaches notified)
3. Writing assignments
4. Disciplinary referrals

#### **VI. During class:**

Schedule of a normal day in Spanish class will look like:

1. Complete the "Do Now"
2. Copy homework, Hand in/Check homework, Get make up work from absences.
3. New learning (Look and Listen!)
4. Class work (individual, partner, or group work)
5. Review what we've learned.

**VIII. Honor:** Students are expected to maintain our school's Code of Ethical Behavior. The student's name on the paper will be accepted as The Honor Pledge on all work turned in as their own. Plagiarism is NOT acceptable and will be dealt with appropriately according to the Albemarle High School handbook.

#### **IX. Grading Policy:**

<b>Category</b>	<b>Percentage</b>	<b>Explanation</b>
<b>Tests</b>	30%	Tests will be given at the end of each chapter.
<b>Quizzes</b>	20%	Quizzes will be given often to help the teacher assess learning and student progress.
<b>Do Now / Class work</b>	15%	This includes notebook checks as well as written assignments. Do Nows are completed in class and will be checked every two weeks.
<b>Homework</b>	15%	Homework will be checked for completion during class and then for quality/accuracy either during notebook checks or in class.
<b>Target Language Grade</b>	20%	This grade measures student's use of the target language. A grade will be given at the end of each week using a rubric.
<b>Projects / Performance assessments</b>		Projects and Performance Based Assessments will be done randomly throughout the semester and will count as a test grade.
<b>Extra Credit</b>		Extra Credit opportunities will be assigned as necessary. Generally, students can earn 10 points extra credit each six weeks. Students must complete the assignments to the best of their ability in order to receive

		all ten points. Extra credit is given at the teacher's discretion. All homework and class work must be completed and students must make good effort in class in order to receive extra credit assignments.
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Timely Transitions:

Students must arrive to class on time and prepared every day. Students are considered tardy to class if they are not in their seat when the late bell rings.

Rubrics:

Rubrics and Guidelines for speaking and writing will be provided to students. Individual assignment rubrics for projects and presentations will be given out when projects are assigned.

**X. Getting graded work back:** Notebooks will be collected at the end of a unit, on test day. Both class work and homework will be checked at that time. I have a fairly quick turn around on graded work. My goal is to return graded assignments, with feedback, within 2 school days of the work being turned in. If there are extenuating circumstances, students will be notified during class. Keep in mind that tests take longer to grade and I cannot guarantee students will have them back in 2 days.

**XI. Make-up work:** It is the student's responsibility to get ALL make up work that was missed due to absence from class for any reason. Students should make sure they have obtained the following: all handouts, all notes, any missed homework or class work, and that they turn in any assignments that were due during their absence.

It is also the student's responsibility to request assistance from the teacher. I am happy to help students during lunch or after school, but students must take ownership of their learning and success.

**XII. Missing work:** Students **MAY NOT** make up missing class work or homework that they were present for, but failed to turn in. They must be responsible to **turn in all work ON TIME**. Any assignment that has not been turned in cannot be graded and therefore **will be awarded a grade of zero**. Students are welcome to speak with me about receiving partial credit for late work.

**XII. Parent/Teacher Communication:** In order to maintain student success, teachers, parents, and students should work together to create the best learning environment possible. I hope to make contact with each family within the first five weeks of school. Parent contact will be made throughout the year as necessary given a student's academic or behavior performance. It is my goal to respond to parent e-mails or phone messages within two school days.

If you have any questions, comments, or concerns, the best way to contact me is by email at [amgardne@ccpsd.k12.va.us](mailto:amgardne@ccpsd.k12.va.us)