**Classroom Management Policy / Syllabus**

**Spanish III**

**Mrs. K. Shelley**

[kshelley@fsd5.org](mailto:kshelley@fsd5.org)

**Classroom Procedures**

1. Come in quietly, go to your desk, and get materials out for class.
2. Look at the Daily Agenda and begin to work on the bell work assignment. Always follow the Daily Agenda posted.
3. Laptops will be used to complete some of the daily activities (class work, quizzes/tests, homework, etc.) posted in Schoology. These assignments are required to be submitted in Schoology for this class by the due date and time posted in the assignment in Schoology. The assignments on paper will be turned in to Sra. Shelley by the due date and time given in class.
4. During notes, you are to use paper and pens/pencils. Laptops will be closed during notes.
5. During a test/quiz/verb drill, you are to have nothing on your desk.
6. Once you finish an assignment, you need to work on the next assignment. The assignments are posted in Schoology on the Daily Agenda. All assignments are listed in order for completion each day in Schoology. If you have finished all the class work for the day, work on the homework or find something educational to keep you busy! Laptops are used for educational purposes only. You are not allowed to watch videos or play games on laptops during class time when work needs to be completed.
7. Dispose of gum, paper, and trash in the trash can located by the door. If I find food or trash on the floor, you will no longer be able to eat in the classroom. If I find gum under the desk, you will no longer be allowed to chew gum in the classroom. Be young, mature adults and clean up after yourselves.
8. Do your own work. Cheating and/or copying will not be tolerated and a zero will be given for that assignment. **Using a Spanish translator on the internet or in person for complete sentences or paragraphs is not acceptable. I will be able to tell and you will be given a zero for that assignment**.
9. You are required to speak in Spanish in this class. Depending on the level Spanish you are in, determines the amount and length you are to speak on a daily basis. There are times you will have to speak in Spanish in front of the class. Practice your Spanish each day.
10. Leave immediately during any evacuation drill. Stay with your class at all times.

**Classroom Rules**

1. Respect others and his/her property.
2. Listen and follow directions at all times.
3. Bring all materials to class every day.
4. Only positive attitudes and good behavior in the classroom.
5. All students will abide by the Florence County School District Five rules and regulations.

**Classroom Consequences**

1. Warning/Student Conference
2. Parent Notification
3. Office Referral

**Teacher reserves the right to use the consequence that fits the behavior which may NOT be in the order as stated above. Major offenses will lead to an immediate office referral.**

**Electronic Devices**

School policy states that you cannot have an electronic device. If you are seen with one, it will be turned in to the office along with a referral.

**Laptops**

Laptops are not to be used for social media, movies, or videos that do not relate to what is posted in our Schoology classroom. Nothing inappropriate should be on screen (includes screen saver/backgrounds). Your screen must be visible at all times for the teacher to see while using the laptop.

**Dress Code Violations**

Not following Florence County School District Five’s Dress Code rules in the classroom, the following consequences will take place:

1. You will be sent to the Main Office with a referral to allow the administration or designee to determine if the attire is appropriate or not.

**\*\*Hats/Hoods are not allowed on your head at any time…not in hallways nor classrooms. If seen with a hat or hood on your head, it is an immediate referral.**

**ID Policy**

You are required to wear your ID at all times while on school grounds. The ID must be visible. Not wearing your ID will result in a referral.

**Grading Policy**

Grades will come from the categories of Major and Minor. **Major grades count 40%** of your average. **Minor grades count 60%** of your average. The following is a breakdown of each category:

**Minor Grades (60% of average)**

* Class work (Daily—includes participation; bell work; ticket out door)
* Homework (at least three times a lesson)
* Quizzes (Every day starting 3rd day of a lesson/chapter) **Grading Scale:**

**A (90-100)**

**B (80-89)**

**Major Grades (40% of average) C (70-79)**

* Major Tests (Conclusion of every lesson. You will have a writing, **D (60-69)**

listening, reading, and speaking section on each test) **F (59 and below)**

* Verb Drill Tests (Given every two weeks on a Thursday or Friday)
* Oral (In front of class or recordings)
* Projects (sometimes includes oral presentations)

**PowerSchool provides your official grade, not Schoology.**

**Assignment Reminders:**

1. Remember to read and follow the Daily Agenda each day.
2. Cheating will not be tolerated and will result in an automatic zero for that assignment and parental contact will be made.
3. **Homework and class work should be turned in by the due date and time each day**. If you do not have it submitted by the due date and time, you will receive a zero for that grade. You will be able to make up any zeros from the week by the Wednesday of the following week. You will lose ten (10) points per day until that Wednesday of the following week. If you do not make up the zeros by the Wednesday, then the zeros will remain as a zero.
4. **Some assignments will be submitted through Schoology and some turned in to Sra. Shelley on paper. Class work is due by the end of the class period the day it is assigned. Homework is due by the beginning of the next class period. Quizzes/Tests/Verb Drills are due by the end of the class period the day they are assigned.** For example, if you have a class work assignment on 8/22 and you have class during 2nd block, the class work assignment is due by the end of 2nd block on 8/22. If you are assigned homework on 8/22 during 2nd block, it is due by the **beginning** of 2nd block on 8/23. Friday’s homework is due on a Monday. This is the policy whether we are in school or virtual.
5. **Bell work** must be completed within the **first five minutes of class starting**. I will not accept the bell work after the time has passed. **Ticket Out Door** must be completed before the end of the class each day. The papers for each of these will be turned in daily.
6. **Oral grades and projects** will have due dates assigned within the assignment. I will accept an oral grade or a project **at most** 2 school days past due. You will lose **10pts per day** for the late oral grade or project.
7. Your assessments are timed. Make sure you pace yourself appropriately.
8. All Major Tests are cumulative. The material from previous tests will be on the new test.
9. There are opportunities for extra grades in this class. You have the Extra Grade Opportunity folder in Schoology. I recommend you doing all extra grades offered in this class.
10. eLearning Days will utilize the Schoology Platform. You will be responsible to follow the Daily Agenda from top to bottom on eLearning Days. You will have to watch the PowerPoint Video on the lesson and take notes. You can email me any questions during school hours on these days.
11. There will be an exam for my class. The exam counts 20% of your **final** average.
12. Remember I will be available before/after school for extra help/tutoring. Just send me an email or ask me in person when you would like to stay. Give at least a day’s notice please. You can visit my website for additional help/practice/review. Within each lesson in Schoology, there is an “Additional Help” folder you can refer to for additional help as well.

**Leaving Class**

In order to leave the classroom, you must ask permission **in Spanish** to go to your location. If you need to go to another teacher, you must have a pass from the teacher. I will not write passes unless it is an emergency or what I deem as a necessity. **Remember you must ask me in Spanish to leave**.

**Absences**

The absence policy will be followed according to your Johnsonville High Policies. You are only allowed five unexcused absences in this course. **You** are responsible for completing your make-up work. You must have homework and class work completed within **3 school** days. When you complete an assignment that was on paper, you will need to **show me the assignment**; if the assignment is in Schoology, **you must email me the assignment’s name and date** so I can change the grade in Schoology and PowerSchool. Quizzes and Tests need to be made up with me after school **within 3 school days** of your return. If it is not made up within that time, you will be given a zero. **You must email me asking me to stay after school and for me to have the quiz/test unlocked during that time** within those three days for you to take it. All quizzes and tests are locked in Schoology after their initial due date/time. Remember everything in Schoology is posted with due dates. Everything completed on paper, Sra. Shelley will tell you when it is due (by end of class or first of next class). Refer to the Daily Agenda in Schoology for the day you are absent for your make-up work.

**Instructional Materials**

I do not assign textbooks in this class. As long as you take notes, correct your work, and pay attention you will **not** need a textbook. Remember to refer to website/Schoology for additional help/review/practice as well.

**Supplies for class**

Composition notebook, three-prong folder, paper, and pencil for activities completed in class

**Timeline for Lessons**

**Week: Lessons Taught: Grades:**

**(Day) 1, 2** Introduction to Class/Expectations

**1, 2** **Lección Repaso** Review Spanish 1-2 Material Class work

(8 days) Vocabulary Homework

Grammar Quiz: Present Tense

Quiz: Preterite Tense

Quiz: Imperfect Tense

Quiz: Variety Tenses

Verb Drill Test

Quiz: Ser/Estar Saber/Conocer

Major Test

**2, 3** **Lección 1** Vocabulary (Environmental concerns; technology) Class work

(10 days) Nosotros Commands Homework

Future Tense Project: Protect Envir.

Impersonal Constructions with Se Oral: Introductions

Por and Para Verb Drill Test

Quiz: Vocabulary

Quiz: Nosotros Com.

Quiz: Future Tense

Quiz: Imp. Con.W Se

Quiz: Por vs Para

Major Test

**4, 5** **Lección 2** Vocabulary (social awareness; inventions) Class work

(9 days) Present Subjunctive of Regular Verbs Homework

Irregular Subjunctive Verbs & -ir Stem-Change Oral: Un problema

Verb Drill Test

Quiz: Vocabulary

Quiz: Reg Subj Form

Quiz: Irreg Subj Form

Quiz: Stem-Change Subj

Major Test

**5, 6** **Lección 3** Vocabulary (personal characteristics; professions) Class work

(8 days) Suffixes Homework

Subjunctive with Verbs of Hope and Ojalá Verb Drill Test

Subjunctive with Verbs of Influence Quiz: Vocabulary

Quiz: Subj w Hope

Quiz: Subj w Infl

Major Test

**7, 8**  **Lección 4** Vocabulary (positive/negative emotions; actions) Class work

(9 days) Superlatives Homework

Subjunctive with Doubt Oral: Family Superl.

Subjunctive with Emotion Verb Drill Test

Quiz: Vocabulary

Quiz: Superlatives

Quiz: Subj w Doubt

Quiz: Subj w Emotion

Major Test

**9, 10**  **Lección 5** Vocabulary (personal possessions; requirements) Class work

(8 days) Expressions with Sea Homework

Subjunctive with Conjunctions Oral: Tu Vida

Subjunctive with Unknown Verb Drill Test

Quiz: Vocabulary

Quiz: Subj w Conjun.

Quiz: Subj w Unkno.

Major Test

**11, 12**  **Lección 6** Vocabulary (activities; reporting) Class work

(9 days) ¿Qué? or ¿Cuál? Homework

Conditional Tense Oral: Una Isla Privada

Reported Speech Project: Children’s Bk

Verb Drill Test

Quiz: Vocabulary

Quiz: ¿qué?/¿cuál?

Quiz: Conditional Ten

Quiz: Reported Speech

Major Test

**13, 14** **Lección 7** Vocabulary (neighborhood; places) Class work

(9 days) Past Participles as Adjectives Homework

Present Perfect Tense Verb Drill Test

Quiz: Vocabulary

Quiz: Past Parts as Adjs

Quiz: Pres Perf Tense

Major Test

**15, 16** **Lección 8** Vocabulary (excursions; history) Class work

(8 days) Past Perfect Tense Homework

Future Perfect Tense Oral: Habré Hecho

Verb Drill Test

Quiz: Vocabulary

Quiz: Past Perf Tense

Quiz: Future Perf Ten

Major Test

**17, 18** **Lección 9** Vocabulary (school activities; work) Class work

(9 days) Imperfect Subjunctive Homework

Subjunctive of Perfect Tenses Verb Drill Test

Quiz: Vocabulary

Quiz: Imperfect Subj

Quiz: Subj Perf Ten

**\*\*The last 3 days are for Exam Review Days and Final Exam** Major Test

**\*\*The timeline is subject to change as needed determined by the teacher.**

I have read the classroom management policy for Mrs. K. Shelley’s classroom located on her website and Schoology and agree to follow all classroom policies and procedures. I fully understand what is expected of me and I will try my best. Please print and sign below stating you have read and understand the expectations for Spanish class.

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Student Name Student Signature

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Parent/Guardian Name Parent/Guardian Signature

**Parent Contact Information:**

**Telephone Number (Home/Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please provide an email address as this is my primary form of communication.***