**Classroom Management Policy / Syllabus**

**Spanish II**

**Mrs. K. Shelley**

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**Classroom Procedures**

1. Come in quietly, go to your desk, and log in to your laptop.
2. Look at the Daily Agenda and begin to work on the bell work assignment posted in our Schoology’s class. 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, 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 electronic devices (laptops/phones) 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**

**Cell Phones / Earbuds / Headphones / Smart Watches**

School policy states that you cannot have a cell phone out, wear an earbud or headphone, nor have a smart watch on during class. If I see any of these, you will be asked only once this semester to put it away. After the first request, it is 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. If the attire is appropriate, you will be sent back to class with a note written on the referral saying you are okay. The referral will not go on your record. If the attire is deemed inappropriate by administration or designee, then the referral will go on your record.

**\*\*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 with a break-away lanyard 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 (Nightly)
* Quizzes (Every day starting 3rd day of a lesson/chapter) **Grading Scale:**
* Oral (In front of class or recordings) **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)
* 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. **I do not accept late homework or class work**. If you do not have it submitted by the due date and time, you will receive and maintain a zero for that grade.
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.
6. **Oral grades and projects** will have due dates assigned within the assignment. **I do not accept late oral grades**. I will accept a project **at most** 2 school days past due. You will lose **10pts per day** for the late 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 Spanish Word of Day and the Extra Grade Opportunity folders 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.

**Homework passes**

You may earn homework passes in my class by scoring 80% or higher on the daily quizzes, an 85 or higher on major tests or the verb drill, answering random questions during class, acts of kindness, or completing a homework/class work activity with less than five mistakes. The homework / class work activity will be chosen at random by the teacher. You will be able to use homework passes for any of the nightly assignments **EXCEPT** translating vocabulary terms and lesson reviews (the last homework of the lesson). If you want to use a homework pass for homework assignments in Schoology, you will need to submit/type ***Homework Pass*** in the “create” section of “submit assignment”. If you are using a homework pass for homework assignments on paper, then you will need to tell Sra. Shelley this when she checks the homework the next morning.

I will assign “homework badges” in Schoology. As you use them, I will remove the badge. You will know on Schoology if you have a homework badge by clicking on the drop down arrow next to your name at the top of the screen. Go to profile. On the right side of the screen it will have “your badges” if you have any. You will also get a notification (bell icon at top of screen) when you earn a homework badge 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**

Three-ring binder (1 ½ inch), 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 Material Class work

(8 days) Vocabulary Homework

Grammar Quiz: Present Tense

Quiz: Ser / Estar

Quiz: Saber / Conocer

Quiz: Noun/Adj Agr

Verb Drill Test

Major Test

**2, 3** **Lección 1** Vocabulary (daily routine, body parts) Class work

(8 days) Review Telling Time Homework

Review Pensar Project: Daily Life

Reflexive Verbs Oral: Introductions

Present Progressive Verb Drill Test

Quiz: Vocabulary

Quiz: Reflexive Verbs

Quiz: Pres. Prog.

Major Test

**4, 5** **Lección 2** Vocabulary (on vacation) Class work

(9 days) Indirect Object Pronouns Homework

Preterite -ar Verbs Verb Drill Test

Preterite -car, -gar, -zar Verbs Quiz: Vocabulary

Preterite ir, ser, hacer, dar, ver Quiz: Indir. Obj. Pron

Quiz: Pret. -ar

Quiz: Pret. -car,-gar,-zar

Quiz: Pret: 5 irregular

Oral: Past Daily Routine

Major Test

**6, 7** **Lección 3** Vocabulary (sporting events) Class work

(9 days) Adverbs Homework

Preterite -er/-ir Verbs Verb Drill Test

Demonstrative Adjectives Quiz: Vocabulary

Demonstrative Pronouns Quiz: Adverbs

Quiz: Pret er/ir

Quiz: Demons. Adj

Quiz: Demons. Pron.

Major Test

**8, 9, 10** **Lección 4** Vocabulary (at the market) Class work

(10 days) Verbs like Gustar Homework

Hace period of time que present Oral: Past Acts.

Preterite of estar, poder, poner, tener, Verb Drill Test

saber, andar, haber Quiz: Vocabulary

Hace period of time que preterite Quiz: Verbs like Gustar

Preterite -ir Stem Changing verbs Quiz: Hace + pres.

Quiz: Hace + pret.

Quiz: Irreg. Pret.

Quiz: Pret -ir stem

Major Test

**10, 11, 12** **Lección 5** Vocabulary (civilizations, directions) Class work

(9 days) Pronouns after Prepositions Homework

Preterite “y” Spelling Change Project: Design Map

Review Preterite -car, -gar, -zar Verbs Verb Drill Test

Preterite of querer, venir, traer, decir, producir Quiz: Vocabulary

Quiz: Pron. after Prep

Quiz: Pret “y”

Quiz: Pret Irreg.

Major Test

**12, 13, 14** **Lección 6** Vocabulary (legends / stories) Class work

(13 days) Past Participles Homework

Imperfect Tense Oral: Semanas Pasadas

Preterite vs Imperfect Project: Legend

Verb Drill Test

Quiz: Vocabulary

Quiz: Past Participle

Quiz: Imperfect Tense

Quiz: Reasons Pret/Imp

Quiz: Pret/Imp Forms

Major Test

**15, 16** **Lección 7** Vocabulary (food preparations) Class work

(9 days) Adding Emphasis to Adjectives Homework

Ud/Uds Commands Oral: Food Network

Pronoun Placement with Commands Verb Drill Test

Quiz: Vocabulary

Quiz: Emphasis to Adjs

Quiz: Ud/Uds Comms

Quiz: Pron w Comms

Major Test

**17, 18** **Lección 8** Vocabulary (in a restaurant) Class work

(11 days) Affirmative and Negative Words Homework

Double Object Pronouns Verb Drill Test

Review Affirmative tú Commands Quiz: Vocabulary

Negative tú Commands Quiz: Aff/Neg Words

Quiz: Double Obj Pro

Quiz: Neg tú Comm

Major Test

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

**\*\*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.***