

# Clase de español (requirements & expectations)



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Me llamo \_\_\_\_\_

Clase/Período \_\_\_\_\_

Bienvenidos a la clase de español. Estoy segura que será un año exitoso para todos nosotros. Studying a foreign language can be fun and exciting! It takes time and dedication to learn, especially during class. Please note that you will need to commit 10 to 15 minutes each night to studying vocabulary and grammar to master the content. Read the proven “Study Methods and Procedures” listed at the end of this handout to help you throughout your career as a student.

<u>Overview of Rules</u>	<u>Reglas</u>
<b>Be on time</b>	<b>Está a tiempo.</b>
<b>Be prepared</b>	<b>Está preparado(a).</b>
<b>Be nice—respectful</b>	<b>Está simpático(a), respetuoso(a).</b>
<b>Speak Spanish!</b>	<b>¡Habla en español!</b>

## Requirements of all students

- 1) Be on time. Be in your assigned seat when the bell rings, and begin working on the Quick Start or “al escribir” activity written or projected on the SmartBoard.
- 2) Be prepared. Every day for class you will need to bring the following: \*
  - Textbook** (Keep covered all year. *Please do NOT use stick-on covers*).
  - Binder** for Spanish-only (called “carpeta”) with **5 dividers and paper**
  - Workbook** (a fee of \$22.82 charged to student accounts; except SIII—red wkbks)
  - Pens & pencils** (including one red or green pen for editing/grading)
  - Completed assignments** (on your desk at the beginning of class)

\* Come prepared; have what you need prior to the bell. Borrowing from the jar of abandoned pencils/pens OR from a classmate is an option, but do this sparingly (NOT daily) and before the bell to avoid being unprepared and disrupting class.
- 3) Participate in Spanish. Do your best each day! (Errors are encouraged. Ask me why.)
- 4) Keep phones, ear buds, and all other personal electronics **SILENCED and out of sight. Using electronic devices will affect your learning and consequently your grade.** People who have failed this language course did so as a result of being on their phones and therefore were **NOT PAYING ATTENTION.** Assume personal responsibility for your grade and restrict your use of personal tech. Curbing this addiction now will help you throughout your career as a student and prepare you for the workforce.

\*EXCEPTION: a 5-minute PERSONAL TECH BREAK may be awarded periodically at the teacher’s discretion. However, this is an earned privilege and is never guaranteed.
- 5) Only do Spanish work in Room 206. Assignments are to be done in class until the end of class. When finished with your work, you will be given the next assignment, OR you will be required to select and use an item from the Spanish “libros y juegos” cart until the bell rings.
- 6) Be attentive during class (no heads on desks; hoodies must be off); ask relative questions.
- 7) Be nice. Be respectful to everyone. This is a professional environment—act like an adult and you will be treated like an adult: raise hand and don’t talk while someone else is talking; use appropriate language (no name-calling, joking or not); no throwing objects; keep hands to yourself, etc.



- 8) Stay seated unless given permission to move about the room. (**NOTE: school-wide policy** is to use the bathroom, go to locker, get water, errands to office, etc., **in between classes before the bell rings**. Permission to use the hall pass during class will be granted at the teacher's discretion; once given permission, student must sign out (name and time) and then sign back in (name and time) on the clipboard, and take the pass. There is a 5 min. max time limit for using the pass. Excessive use or abuse of pass is prohibited and may result in a tardy or a class-skip if warranted.  
Tardy to class is noted and more than 3 tardies per quarter will result in an admin detention. Unexcused absence from class: the office will be notified of students who do not show up for class; VP assigns multiple detentions and/or Saturday school for skipping class (truancy).
- 9) Do not write on desks. That is vandalism, punishable by cleaning duties and/or fines.
- 10) Do not write or touch the white board or SMARTBoard unless you are asked to do so.
- 11) Do not bring food, gum, candy, or drinks (except for water) to class. **iNo chicle al hablar!**
- 12) Do not groom thyself or others (i.e., no brushes, combs, make-up, perfumes, hairspray, deodorant, nail polish).
- 13) No purses and backpacks on your desks or laps. Keep them under the desk and out of aisles.
- 14) Honestly and thoughtfully prepare your own work. Do not copy or allow others to copy your work—as both parties will receive a zero, and the office and parents will be notified. Likewise, **it is cheating (plagiarism) to use electronic translators from software and online sources and turn it in as your work**. This use is obvious to me and will result in a grade of zero, and office/parents will be notified.
- 15) Write legibly. If I can't read your handwriting, it's an automatic zero until work is resubmitted.
- 16) Follow all other rules and guidelines set forth in the student handbook.

### **Expectations of all students**

- 1) Listen and Speak in Spanish for practice and for a grade.
- 2) Read and Write in Spanish for practice and for a grade.
- 3) **Complete work while in class**, (actual homework is rare and is usually a result of student not using class-time wisely), **and study new vocabulary and grammar each night**.
- 4) Learn from your errors by reviewing corrected papers prior to tests! We will correct quizzes, tests, and assignments at the teacher's discretion. If assigned, quiz and test corrections must be done correctly to receive credit: on a separate piece of paper with correct Spanish sentence written out and with English translation written beneath it. (Earn back maximum of 10 pts.)
- 5) Take weekly quizzes. (These are usually announced at least 2 days in advance).
- 6) Keep all Spanish papers organized in your binder (*carpeta*) with 5 labeled sections:
  1. Quick Starts, 2. Vocabulario, 3. Gramática, 4. Trabajo, 5. Examencitos/exámenes
- 7) Receive "binder check" grades: turn in for assessment at least once each quarter.
- 8) Take 1 to 2 chapter/unit tests per quarter (announced 1 week in advance).
- 9) Complete and present at least one project per quarter, which is mostly homework.
- 10) Take care of your textbook and all other school materials that are only temporarily yours to use. *Fines will be issued for damaged or lost texts. Stick-on covers are prohibited. If you lose your workbook, you must purchase a replacement for same cost, either from me or online.*

### **Frequently Asked Questions—FAQs**

**BINDER CHECKS (la carpeta)** These are worth 25 points. Your binder should be neatly organized into 5 sections, using dividers that are clearly labeled: 1. Quick Starts, 2. Vocabulario (vocab notes), 3. Gramática (grammar notes), 4. Trabajo (all assignments) , 5. Examencitos/exámenes (quizzes and tests). I will check that your papers are located in the correct sections and organized *within* each section: place the most recent or current papers in front of older papers. I

will **check that you label and date the Quick Starts and all notes that you take.** (For Spanish-III and IV levels, I will review your "al escribir" and journal entries.) I will check for good note taking and updated vocab lists, and complete and corrected assignments, old quizzes/tests.

**HOMEWORK/ CLASS WORK/ QUIZZES** Homework, class work, and quizzes are typically worth 5 to 10 points apiece (with the exception of flashcard assignments). Students are required to keep up with studying their vocabulary throughout the week to prepare for weekly quizzes. Except for the rare occasion that a student does not use class-time wisely to finish assignments and for the quarterly project, **studying vocab and grammar should be the only homework.**

**TESTS AND PROJECTS** Tests are typically worth 60 to 100 pts. The number of tests per quarter depends on how much material we cover. Projects will be worth between 50 to 100 pts.

**GRADES / QUARTER GRADE** Students and parents are responsible for checking grades on Progress Book, which I update at least once a week. (See student handbook for grading scale.) Your quarter grade will be calculated by points earned divided by total possible points. The points for your grade derive from: participation points (stamps for speaking in Spanish), assignments in-class, binder checks, quarterly projects, written quizzes, written and oral tests.

**SEMESTER GRADES & EXAMS** Your semester grade is made up of 40% of your 1<sup>st</sup> quarter percentage, 40% of your 2<sup>nd</sup> quarter percentage, and 20% of your Exam percentage.

**ABSENCES** You have the number of days absent to make up work. PLEASE NOTE: The student is responsible for making sure his/her absent work does not become LATE work, by following up with the teacher on-time after an absence (See student handbook). **\*Ask your seat partner what you missed.**

**LATE WORK AND EXTRA CREDIT** Late assignments are only worth half credit. However, if an assignment is more than 1 day late, it may be worth less than half (partial credit) at the teacher's discretion. Note regarding extra credit: students should **not** ask for it. It is only rarely offered during class and group activities at the teacher's discretion. Students must complete their regular assignments on time and therefore not need extra credit. *No job in the world would allow a worker not to get their work done, and then offer the employee extra or different work so that they can get paid.* Likewise, no job would accept late work on a regular basis. Students are expected to treat their education as a career for now.

**COMMUNICATION WITH PARENTS** I will periodically call and/or send home progress reports (positive or otherwise) with the students. Written progress reports will require a parent/guardian signature and phone number. Returning these completed sheets promptly will be worth a minimum of 5 points. Students and/or parents may contact me via email (preferable) at [katie.okeeffe-swank@wickliffeschools.org](mailto:katie.okeeffe-swank@wickliffeschools.org) or by calling the high school office and leaving a message. I will respond within 24 hours of receiving a message.

**DISCIPLINE** Comply with the standard policies outlined in this document and in the student handbook/agenda. Should your behavior need modification, you will graciously accept the following consequences: 1) non-verbal cue/correction; 2) verbal correction; 3) discussion after class and/or after school; 4) referral to parent/guardian and office for detention, etc.  
*\*Note: No student will be permitted to interfere with the learning of another. Severe disruption or insubordination warrants sending a student immediately to the office.* See the student handbook for more information.

**ASSIGNED SEATS** We will have assigned partner seating to facilitate speaking activities and other classroom management tasks. Seat assignments may change at any time at the discretion of the teacher—*no explanation is needed; no complaints will be tolerated.*

**Study Methods and Procedures. Optimize your learning!**

World language courses at Wickliffe are proficiency-based—that is, they seek to develop the five language skills (listening, speaking, reading, writing, and culture). To meet this task, I will use standard textbooks/workbooks, supplemental stories/articles, as well as a method called TPRS—teaching proficiency through reading and storytelling. It requires that students actively participate with their constant attention and physical actions to remember vocabulary. Acquiring vocabulary is the key to learning any language. To aid in this process, below are some proven study methods:

1. Required for Spanish-I, but recommended for all levels: make portable flash cards to study 10 to 20 minutes each day. Keep up on your flashcard pack by adding new words each night, Spanish on one side and English definition on the back. *(Portable cards are convenient. Cut index cards into halves or fourths and keep a rubber band around them. Practice on the bus, at lunch, before/after practice in the car, during commercial breaks, etc.)*
  2. On your phone, MP3, or other device, record yourself saying and spelling the Spanish vocabulary words with the English definition, and play it back several times. You could also record a video of yourself—performing actions that illustrate the vocabulary word and further aid in memorization.
  3. Write vocabulary words 5x or 10x each, alternating between the Spanish term and the English definition. Say it as you write it, and repeat as many times as necessary.
  4. Study with a partner or in a group. The feedback is helpful, the support is helpful, and Harvard research says it works! TIP: When quizzing each other, one partner should say the English word and have the other person say and spell the Spanish word. *(Please see me if you would like to organize a study group for after school and we'll arrange it.)*
  5. Make mistakes during class and don't be afraid to try, do your best, and mess up. I do not expect perfection in class and will give you participation credit whether you're correct or not. Also, listen to your classmates. You can learn from their mistakes. Errors can be a learning aid, if you treat them as such and accept them as part of the natural learning process—so "capitalize" on them!
  6. Speaking of errors...pay close attention when we correct or review assignments, quizzes, and tests. Use a colored pen to correct your errors and then later use those same sheets—organized throughout your binder—as study guides for tests that follow. Ask yourself: What are the errors? Why did I make these mistakes? How can I avoid making the same mistakes in the future?
  7. Ask me for help during class and after school. I can be available, or I can find a peer tutor that is able to help you.
  8. Have fun practicing listening, reading, writing, and speaking **on my updated practice website at: [www.senoraswank.weebly.com](http://www.senoraswank.weebly.com)**
  9. Share with the class other study tips that you have found to be effective!
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## Why learn Spanish?

### **10 great reasons to be happy you're learning Spanish:**

Bilingualism is one of the most marketable skills in the world: stand out in a competitive job market.

Latin American countries are important trading partners with the United States.

Learning Spanish, a Romance language with primarily Latin roots, helps you to broaden vocabulary in your own native language, and it makes learning additional foreign languages even easier.

About 427 million people in the world speak Spanish as their first language.

More than 100 million people speak Spanish as their second language.

Hispanics are the largest minority in the United States.

The demand for Spanish courses has doubled worldwide in the past ten years.

Spanish is the official language of 21 countries and the second language of at least six more.

Spanish is the second most spoken language in the United States and in the greater Cleveland area. It's the most popular 2<sup>nd</sup> language to learn in the U.S. and can help you to learn additional languages.

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Please complete all lines below and return this to Sra. Swank. It is your first grade for the school year (the easiest 5pts you will ever get).

I \_\_\_\_\_ have read the above guidelines and understand the requirements and expectations of the class.  
(Student name printed)  
\_\_\_\_\_  
(student signature)

I \_\_\_\_\_ (Parent / Guardian name printed) have read the above guidelines and understand the requirements and expectations of the class.  
\_\_\_\_\_  
(parent signature)  
\_\_\_\_\_  
(parent phone number)

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