**Spanish Class Rules and Procedures**

**Rules:**

1. **Respect their peers, teachers**. Any insults or show of disrespect toward the instructor or classmates will result in a write-up and removal from the classroom.
2. **Respect the classroom.**  Throwing books, littering or defacement will always result in a write-up.
3. **Do not talk while instructor is talking**. There should be no student-to-student talking during lecture or going over classwork. First violation will be responded to with a reminder to the whole class. Any further violations during that time will result in a write-up for those seen violating the rule. Students will not be given continued individual warnings.
4. **Phones must be turned off**. School procedure for phone violations will be upheld.
5. **Be seated and ready when the bell rings**. Students will receive one warning per week. Subsequent violations will result in a tardy slip thereafter.
6. **Use class time for class work**. Students may talk **quietly** only after they have finished HW. Each student will receive one warning.

**Grading:**

20% Tests, 25% Quizzes, 10% Reading assignments, 15% In-class activities, 20% Written Homework,

10% Projects

**Procedures:**

* Homework is due at the beginning of class. Assignment turned in any later will be considered late. Half credit will be applied to late work.
* Quizzes and tests will most often be announced orally in class ahead of time. However, **it is always the students’ responsibility to personally keep track of the announcement board** where assignments and exams are written out.
* Air units, furnace and windows.
* Unit objective board
* Absent work- make-up policy
* online dictionaries and translators- wordreference.com
* fire and tornado procedures-route posted on door, line up procedure
* proper dictionary handling
* homework vs. classwork
* class materials- one-inch binder
* getting teacher’s attention to ask a question

**Euros:**

Students will receive “euros” for participating in class activities and games. You may use it on quizzes tests for extra credit. In order to receive extra credit points you must turn in the euros on the day of.

limit of use: quiz- 3 max. ch. test- 10 max. Final exam- no limit

 (Euros are meant as a booster. **They are not meant to change F’s to A’s**)

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_