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*¡BIENVENIDOS AL*

*ESPAÑOL II!*

I would like to welcome you to our program. The Spanish curriculum is designed to develop proficiency in speaking, listening comprehension, reading and writing, as well as to develop an understanding and appreciation of Hispanic culture.

**GRADING SYSTEM**

 Many different types of evaluations are used and will be weighted as follows:

Summative Assessments (Chapter Tests/ Major Projects) 20%

Quizzes 30%

Informal Assessments (daily, homework, and participation) 50%

**EXTRA CREDIT:** I offer extra credit with *each written vocabulary and grammar quiz, and most tests*; but I do not, and will not, offer extra credit at the end of the six-weeks. Please do not come and ask me the last week of the six-weeks for extra credit- I will have nothing to offer you then.

To keep up with homework and class work, visit my page (and bookmark it or add it to My Favorites) at:

\*\*\***NOTE:** It is imperative that you look it up before coming to see me. If you do not have internet access at home, please call a friend, use a computer at our school library, or come see me in the morning (before classes begin). All handouts and extra notes will be in the file holder on the front table, and it will be your responsibility to get all of the necessary paperwork. Come in before school to pick up the work.

**Please, do not squander class time to ask for missed work- Be responsible!**

**Again, bookmark or add to your favorites, as my website will be your best friend in Spanish class**.

**Make-ups due to absences**

Please refer to the Student Code of Conduct and course syllabi for information about make-up work.

**Academic Integrity**

Cheating takes many forms. Any attempt to receive credit for work that the student has not done, or has not done with an honest attempt to understand the concepts involved, is cheating. This applies to individual work and also to group assignments. If a student is caught cheating, a referral will be written and a parent contacted. If the cheating involves another subject, the appropriate teacher will be contacted, a referral given, and parent contacted. Academic integrity is an important value in the LOTE department and in our school. Please look at the student handbook at how the grading will take place. In this class the grading of cheating will depend on the assignment that was not done with integrity.

**Spanish II Retake/Redo Policy**

A student who receives a grade lower than a 70% on an **exam/ quiz** may elect to redo **one** test and **one** quiz *once every six* for a maximum grade of 70%.

**To be eligible to retake a test or quiz,** all of the following criteria must be met:

1. The student earned a score **lower than 70%** on the original test.
2. The student retakes the test up to **five school days** after receiving the original grade.
3. The student has attended some form of tutorials/re-teach session *(as specified by the teacher)* in order to improve the student’s success.
4. All retakes will be taken on Google Classroom. You will have a deadline to take the retakes, if you pass the deadline, you will NOT be able to retake that quiz or test.

**HOMEWORK POLICY**

Since homework contributes to mastery of curriculum objectives and prepares students for successful performance in class, on quizzes, tests, and projects, we expect all assignments to be completed carefully and thoroughly before the next class meeting. Equally important is the accurate correction of the assignment when homework is reviewed in class. If the student has a question about a particular assignment, he or she is encouraged to come in for help **before the school day begins**. *Again, homework is due at the beginning of each class period, you will not receive credit if you are caught trying to finish it in class.* You are allowed to turn it in ONE class period late for a 70% of the grade.

**After every five homework assignments, you will receive a grade as follows**:

**Stamp** = assignment complete (all **stamps** = 100)

**X** = assignment incomplete (20 points deducted per ‘**X**’ ) or not attempted. You will have an opportunity
 to turn in the homework late for half credit. You will have until the **next block to turn it in** for 14 points. Please come in during tutoring, before and after school to check your work and to receive your credit.

***NOTE:*** *Homework is considered COMPLETE when a student has turned in an assignment filled out with all the necessary information, and put forth reasonable effort into mastering the material.*

For example, if you are assigned 3 workbook pages, but only complete 2, you will NOT receive credit- it is considered incomplete. Please be mindful of the homework policy at all times.

**PARTICIPATION POINTS**

Everyone starts each six weeks with a 100 average. You will have mandatory participation, in other words you will be called randomly each day, I use note cards with your name on it. You may be called more than once a day. For every time you refuse to answer I will take 5 points, but you are **not** penalized for wrong answers. At the end of the six weeks I will add all the points I have taken and give you a grade, if no points have been taken you will have a 100 for the six weeks.

**NOTEBOOKS**

Good organization of materials is essential for success in your Spanish class. For that reason, a notebook is required. You will get a separate paper with instructions of how to set up your notebook.

**YOU WILL NEED:**

* a 1.5", STURDY 3 - ring binder 🡪 loose-leaf notebook paper
* a packet of 8 dividers with tabs 🡪 black or blue pen

**WISH LIST**

1ST block – pens 5th – color markers

2nd block – highlighters/ markers 6th – hand sanitizer

3rd block – pencils 8th – loose leaf paper/ construction paper

**MAKE-UP POLICY**

Please see Student Handbook regarding make-up work for absences. For missed tests, an appointment should be made with the teacher on the day you return. If circumstances should prevent you from being able to keep your appointment, please call **512-574-1145** and leave a message, or send an email to **Judith.kemp@leanderisd.org. You only have one week from the time the class took a quiz or test to make it up. It will be an automatic 0 if it is not made up**.

Any project due on the day of an absence will be due on the day the student returns to school. If your absence is school-related, you are responsible for all assignments missed before you leave, including being ready for tests.

If there is an assessment on the day of your return; you **must** take the assessment, provided that **NO** new material was covered. Please refer to my *website* in order to see what you missed.

 **Absences:** I cannot put enough emphasis on how important it is to attend class and how quickly a student missing just a few classes may end up failing. If a student has an **excused** absence they will fill out a form explaining the reason for absence, the teacher/sponsor in charge of the activity (if academic), and the extended deadline for the assignment (ex; if you miss one A-day then you will have one extra A-day to turn in the assignment). After that deadline the grade will be changed from ‘missing’ to zero. All assignments are posted on the class website, organized by date. *It is the student’s responsibility to check the online calendar for the notes missed and update their binder before the next grade check.*

Remember, any **project** due on the day of an absence will be due on the day you return to school with a parent/guardian note attached explaining the reason for the absence- failure to do so will result in a 10-point deduction per calendar day. If your absence is school-related, you are responsible for coming in and discussing all assignments that will be missed **before** you leave, including being ready for quizzes/tests.

**BYOD**

The school district has a policy which allows students to bring their own electronic device to campus or the classroom.  In this course students are **required** to bring a school Lenovo or a Tablet. These devices will be used every day. Please note that it also states:  “Student use of personally owned devices on LISD property or at a District sponsored event is at the sole discretion of their teacher and/or campus administration.”

 Students who have electronic devices in use, visible, and/or audible during instructional time without permission will have the device confiscated.

**PROJECTS: SPANISH II**

At the end of each unit, either a written in-class chapter test or a project will be required. Projects are comprehensive in nature and are graded on a rubric. If you are required to type your project, follow these guidelines:

1. **ALWAYS DOUBLE SPACE**

2. Use a font that is clear and legible (i.e. Times New Roman 12 pt., etc.)

3. **DO NOT** use online translators… it is obvious and is considered cheating

4. Please **DO NOT** use the **highlight function on your computer**. This usually makes the words very difficult (or impossible!) to read. (This is **NOT** to your advantage!) It is best **to underline with a highlighter**). Make sure you provide a key that designates which color was used for each of the requirements.

5. Use the chart below for accent marks, etc.

6. **Failure to follow these rules will result in point deductions from your project grade.**

**SPANISH CHARACTERS FOR MICROSOFT WORD**

**ALT + ALT +**

**á = (Ctrl + ‘ ) a *or* 160 ñ = 164**

**é = (Ctrl + ‘ ) e *or* 130 Ñ = 165**

**í = (Ctrl + ‘ ) i *or* 161 ¿ = 168**

**ó = (Ctrl + ‘ ) o *or* 162 ¡ = 173**

**ú = (Ctrl + ‘ ) u *or* 163**

**\*\*\*Mac users go to:** [**http://faculty.weber.edu/tmathews/grammar/Compmark.html**](http://faculty.weber.edu/tmathews/grammar/Compmark.html)

**ALL PROJECTS NOT TURNED IN ON THE DUE DATE WILL RECEIVE A 0. A 10 POINT DEDUCTION WILL BE APLLIED PER CALENDAR DAY LATE. PLEASE NOTE: THIS IS CONCIDERED YOUR RE-DO.**

* **If you are unable to turn your project in on time, due to an illness or family emergency, it is due the day you return to school along with a note from a parent or guardian explaining the situation.**
* **It will not be accepted without a note, and will be considered late.**
* **If it is a group project, you need to make sure that you give your portion of the project to your partner so that he/she may turn it in. Being absent does not excuse you, or your group, from having the project ready to turn in on the due date.**