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| **WHAT YOU SHOULD DO** | |
| 1. **Arrive** to class **on time**, otherwise get a pass.  2. **Come prepared** with all materials. You will not be allowed to go to your locker.  3. **Empty your mouth** before class, including gum or candy.  4. Complete all work **neatly**.  5. **Raise your hand** to participate during class discussion.  6. Treat others with **respect**, including their property.  7. **Begin working quietly** as per procedures. | |
| **BENEFITS** | **CONSEQUENCES** |
| 1. An enjoyable class.  2. A good grade.  3. Time to start your homework.  4. Parent contact to give a glowing  report about your work and behavior. | 1. Warning, with possible parent contact.  2. Teacher detention – letter sent for  parent signature. (not 4)  3. Conference with guidance. (for 2, 4)  **OR**  Discipline referral and administrative  detention assigned. (for 1, 3, 5, 6)  4. Conference with parent. (for 2, 4)  **OR**  In school suspension / parent contact  (for 1, 3, 5, 6)  5. Saturday detention. (for 1, 3, 5, 6)  SEVERE CLAUSE: Any student may be sent to the office with a referral at the teacher’s discretion. |

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| **HOMEWORK / TAREA** |
| 1. Be sure you complete the assignment neatly and use the **CORRECT HEADING**.  **Me llamo \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clase \_\_\_\_ Fecha \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HW#\_\_\_\_\_** |
| 2**. HAND IN** homework **ON TIME**. Late assignments will receive a lower grade, but must be turned in within 3 days. |
| 3**. COMPLETE YOUR OWN WORK**. Copying is cheating and results in a “0” for both parties. (see Code of Conduct) |
| 4. Homework is generally updated daily on Genesis. Parents should check **PARENT PORTAL** to see what assignments are missing. Parents of students who repeatedly miss homework will be contacted by e-mail (or phone if e-mail is unknown). |

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| **CLASS SUPPLIES – BRING TO EVERY CLASS** |
| Notebook – a 1” or 1½” 3-ring binder with loose-leaf paper.  Blue or black pen / Pencil  3x5 index cards (a box to hold cards is recommended but not mandatory) |

**CLASS PROCEDURES**

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| 1. Pass in homework. (collected one minute after bell – or it’s late).  2. Copy homework into planner - **ODD NUMBERS**.  3. Copy log information into notebook, include Spanish date.  **DIARIO** = number log **ODD** numbers = **homework**  **EVEN** numbers = **classwork**  **REFERENCIA** = **letter** log (any vocabulary sheets or notes)  4. Copy daily objective onto **OBJETIVO** DIARIO, include Spanish date.  5. Begin **DO NOW (PARA EMPEZAR)**. This may be written or oral. |
| NOTE: To use the lavatory, ask permission in Spanish, sign out in red book completely, and take pass. Be sure to sign back in.  **May I go to the lavatory?** = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**GRADING**

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| **Unit assessment** (may include 2 or more parts) | **25%** |
| **Interpretive assessments** | **15%** |
| **Interpersonal assessments** | **15%** |
| **Presentational assessments** | **15%** |
| **Participation** | **10%** |
| **Homework** | **10%** |
| **Quizzes** | **10%** |

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