**Español II: 2018-2019**

Dear Parents,

 Welcome to First year Spanish at Venice High! I would like to take this opportunity to introduce myself to you and your student. I am Ms. Aracely Elizondo and I will be your student's teacher for the 2017 school year. I am very excited to be able to share the experience of the Spanish language with your student. Please feel free to contact me if you may have any questions or concerns regarding anything throughout the school year. I look forward to sharing this great adventure I hope the students will have in their continued learning of Spanish.

 The following is information both you and your student should be aware of in order to succeed in this first year of …

***¡Español!***

## Venice High School

## Miss. Elizondo



Dear Students…

**Year plan and course objectives:** The year will begin with simple vocabulary and build throughout the school year. You will also learn grammar that will help you in both Spanish and English. You will further expand your vocabulary and learn verb tenses therefore able to maintain a simple conversation in Spanish with your classmates and other Spanish speakers by the year's end. This year will also expose you to the diversity that is found in the Hispanic cultures. The text we use is **Realidades*: Level 1*.** This course cannot guarantee success if you are unwilling to study and participate.

**Required materials:** You **must** come to class prepared! **¡Organízate!** For this class, you will need…

1. Spiral notebook for notes/classwork (**¡¡¡MUY IMPORTANTE!!!)**

2. A separate tab in your school binder for this class. You will need to organize loose handouts/worksheets

3. Red pen for grading homework/classwork. - Any other color ink will not be accepted

4. Spanish-English dictionary

**Classroom Rules:** Your cooperation is vital for your success and that of your classmates. The following rules are necessary for our success.

1. **Be prepared!** As soon as the bell to start class rings, ***¡empezamos!/* we start**!... or you’ll be marked tardy.
2. Respect classmates and teacher at all times.
3. You are to arrive prepared to learn (i.e. must have all necessary materials for class).
4. No foul language, in ANY language, is to be used.
5. Electronic devices (including cell phones) are NOT permitted unless previous permission has been given to use them in class.

*Consequences:* Broken rules will be dealt with according to the severity (I may skip from 1 to 4)

1. Warning
2. Parent contact
3. Parent contact/ detention
4. Referral … to avoid… BE GOOD/¡PÓRTATE BIEN! ☺

***Cell Phones:*** Students are not allowed to use their cell phones in the classroom. Consequences are as followed:

1. Cell phone will confiscated and returned at the end of the day to student.
2. Cell phone will confiscated and returned at the end of the day to parent.

**Truancies**

State law mandates parents/guardians call/send a note to clear your absence within 48 hours, otherwise, you will be officially considered “truant” (ditching class). Please keep in mind that your parents can call the attendance office 24 hours a day to clear absences. If they call after school hours, they may leave a message with the answering service. Be sure to have them state your full name and date you were out. Also, parents will receive a phone call if you’re out of class even for one period.

**GRADING**

***Grading Scale***

A = 100% - 89.5%

 B = 89.4% - 79.5%

 C = 79.4% - 69.5%

 D = 69.4% - 59.5%

 F = 59.4%- below

Your grades will be a compilation of the following-

Classwork: 25%

Exams: 30%

Quizzes/Projects: 25%

Participation: 10%

Homework: 10%

Please, no cheating. **Integrity** is a quality I admire and respect in those who practice it. I encourage you to maintain integrity in yourself and your peers. Cheating is inclusive of copying homework, using information from another’s assessment, plagiarism, including your name on work that you did not do, having another do your work and using a translator to complete your work.

**Assignments:** I have a "re-do" policy on assignments in class. Assignments and assessments will only have until a certain date when they can be re-done. Please see the posted grade report in class for those deadlines. *There will be a few times when a “redo” will not be available depending on the nature of the assignment or time of year. I will notify you beforehand.*

Any tests or quizzes that are retaken will consist of the same content but a different form of that test/quiz. You must come in with the original test/quiz for tutoring before you may retake it. **NO EXCEPTIONS.** I encourage you to retry assignments if you do not understand it or do not do well the first time as this will help in your mastery of the material and be of great assistance for the material yet to come.

#### Late Work

Late work will not be accepted for full credit unless you have an excused absence or prior consent from ME, Srta. Elizondo. Any late work turned in after its due date will be given *half* credit of what was completed (i.e. if you were to turn in an assignment late and normally be given an 8/10 points, you will be given 4/10 points). You are given *one day per day absent* to make up work. This is the student’s responsibility at all times.

Major projects will be given point deductions based on its lateness but after 4 days, it will NOT be accepted at all. You will know well in advance for these projects. Homework assignments, daily class lessons/assignments and important handouts can be seen/printed from <http://espanolconsrtaelizondo.weebly.com>. It is **YOUR** responsibility to look up what work must be made up after an absence. If student needs help on missing work, he/she is to come on his/her own time for help.

### Extra credit

Extra credit opportunities will pop up throughout the year, PAY ATTENTION!

#### Teacher Availability

Availability for make ups and/or tutoring will be posted on the window as you enter the classroom. It is updated for the current week. Please see me for future tutoring times and/or make up work. Tutoring can take place during lunch, or after school.! ☺

#### Teacher/Parent Contact

I will contact parents should I notice a significant drop in your grade or performance and overall class behavior. You may also look up your current grade on *Schoology*. Grades are generally updated every Friday. **PARENTS: *Please periodically check grades so if you have a question or concern, we can address the issue promptly.***

I can be quickly and easily reached via email every school day at the following address: aracely.elizondo@lausd.net or by phone at Venice High School 310-577-4200. My scheduled conference period is **4th**. If I cannot be located at the time of your call, please leave a message and I will check it as soon as possible and return your message.

Sincerely, Aracely Elizondo

 Spanish teacher

**\*Students are to keep this in their notebooks for reference.**

**Student’s Name** (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_\_

**Student:**

 I have read all 3 pages of my course outline. I understand that I will be held responsible for following all the rules, regulations, and policies explained therein. I will file the course outline in my notebook and use it as a reference tool whenever I cannot remember a specific part.

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

**Parent/Guardian:**

 I have read all 3 pages of the course outline. I understand that my student will be held responsible for following all the rules, regulations, and policies explained therein. I will use the course outline found in my child's notebook as a reference tool whenever I cannot remember a specific part.

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

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

Parent/ Guardian name (print please)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time to call\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/ Guardian name (print please)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best time to call\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_