

Teacher/ Student/ Parent Agreement  
ELD classes – Mrs. Sales 2023-2024

I would like to welcome you to my class. This document is to be signed by the student and parent/guardian to ensure understanding of the classroom discipline and management. Specific classroom procedures will be established in class.

Don Lugo is a PBIS school. We have a proactive approach and want our scholars to succeed. There are three major School-wide expectations which are to be met at all times:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Involved**

Please adhere to the above expectations to avoid disciplinary actions. Failure to follow these rules will result in disciplinary actions according to the school's guidelines. (Please refer to the student registration packets and/or school website.)

**Absent** procedure: as many days absent to make-up your work best. (All work will be posted in our Google Classroom.)

Please feel free to contact me anytime, especially since it is difficult for me to reach all of my students' parents/guardians on a regular basis. It is best to email me, otherwise call the school and please leave a message.

*Grading policy: 60% assessment (tests, quizzes, oral and written projects)  
40% homework/classwork*

*Academic honesty: If a student is caught cheating (includes use of any Translation resource, such as Google, or turning in work that is not originally theirs, the student will receive a zero and will not be able to redo/retake. There is ZERO tolerance for cheating. Any work that shows use of Google Translation (or anything similar) will NOT be given credit.*

Thank you!  
Mrs. Diana Sales  
ELD classes  
World Languages Department Chair  
[diana\\_sales@chino.k12.ca.us](mailto:diana_sales@chino.k12.ca.us)

**\*\*\*Parents, please send TISSUE boxes for your student's use in the classroom.\*\*\***  
***(Students will be notified in class of any changes/additions to this agreement.)***

(Cut at dotted line)

Mrs. Sales' ELD classes

(Cut at dotted line)

I \_\_\_\_\_ (the student) have read this agreement and the attached packet and will follow the classroom rules and procedures. (Your **signature** confirms understanding and agreement to all information provided.)

I \_\_\_\_\_ (the parent/guardian) have read this agreement and the attached packet and will do my best to make sure that my young adult follows the rules and procedures as is expected. (Your **signature** confirms understanding and agreement to all information provided.)

Parent work/cell number: \_\_\_\_\_ Home/cell telephone number: \_\_\_\_\_

Personal email: \_\_\_\_\_ Work email: \_\_\_\_\_

Information on assignments

Homework: Assigned a few days each week. Will be posted in our Google Classroom.

Oral presentations: 50 pts.

Written/Oral projects: 50 pts.: (every chapter/unit) 25 pts. Written part and 25 pts. Oral part. Be sure to **NOT** use translation resources (i.e. Google). Use your textbook, your dictionary, and what we've learned.

Chapter/Unit Tests: 65-150 pts. Once the chapter has been completed, students work in the workbook for review before the test.

"Notes": throughout the chapter/unit, students will take notes daily. This becomes the study guide for the test and will be collected after the test.

"Activities" Packet: students will create a 5 lined-paper packet for the chapter/unit practice activities which will be collected before the test.

Semester Finals: TBD (to be determined).

Extra credit: TBD in class.

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CHINO VALLEY UNIFIED SCHOOL DISTRICT

**Request for Excuse from Participation**

Board Policies and Administrative Regulations No. 6161.11 and 6161.12 state that individual students shall be excused from participating in the study of controversial or religious issues or instructional materials unless they receive a Parental Permission to Participate form. The teacher shall provide the student a comparable alternate assignment, but shall not be required to provide individual instruction.

Date: School: Don Antonio Lugo High School (Mrs. Sales' ELD classes)

If your student **DOES NOT** have permission to participate in the following supplemental audio/video recording or reading assignment:

PG-13 VIDEOS (and under, selected in the foreign language audio and subtitled option)

(NO FOREIGN FILMS)....

**Please send a note with the return signature portion of this document.**

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(CHANGES TO THIS AGREEMENT CAN BE MADE THROUGHOUT THE SCHOOL YEAR. PLEASE CHECK GOOGLE CLASSROOM AND/OR TEACHER'S CLASSROOM PAGE ON SCHOOL WEBSITE FOR UPDATES.)

*KEEP CALM*  
*and*  
*Let's*  
*have FUN!*

## Mrs. D.Sales

Routines	Classroom-wide Expectations		
	Be Respectful	Be Responsible	Be Involved
CLASSROOM ENTRANCE	<ul style="list-style-type: none"> <li>*acknowledge teacher or peer greeting</li> <li>*maintain eye-contact</li> <li>*maintain firm grip in handshake</li> <li>*use please, thank you, excuse me</li> </ul>	<ul style="list-style-type: none"> <li>*be an example to others by greeting verbally and making the short stop to make eye-contact</li> <li>*attend class everyday and be on time</li> </ul>	<ul style="list-style-type: none"> <li>*be inclusive</li> <li>*treat all the same</li> </ul>
OPENING ACTIVITY (WARM-UP/REVIEW)	<ul style="list-style-type: none"> <li>*be attentive to the task at hand</li> <li>*model non-disruptive behavior by getting started</li> <li>*make a personal association to the task</li> </ul>	<ul style="list-style-type: none"> <li>*have necessary materials out and ready</li> <li>*keep personal items packed away</li> </ul>	<ul style="list-style-type: none"> <li>*participate in opening review</li> </ul>
LESSON INSTRUCTIONS	<ul style="list-style-type: none"> <li>*give attention to teacher through eye-contact, sitting up in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>*take notes as needed</li> <li>*respond to questions</li> <li>*ask questions</li> <li>*take good notes</li> <li>*copy anything that goes on the board</li> </ul>	<ul style="list-style-type: none"> <li>*make a connection with the topic at hand</li> </ul>
PRACTICE WORK	<ul style="list-style-type: none"> <li>*be courteous</li> <li>*listen first</li> <li>*give others credit</li> </ul>	<ul style="list-style-type: none"> <li>*write examples practiced together as a group</li> <li>*stay on task</li> </ul>	<ul style="list-style-type: none"> <li>*show interest</li> <li>*be curious</li> </ul>
PARTNER WORK	<ul style="list-style-type: none"> <li>*give your partner your attention through eye-contact, active listening, leaning in</li> <li>*be kind</li> <li>*be open-minded</li> </ul>	<ul style="list-style-type: none"> <li>*take notes</li> <li>*help make corrections</li> <li>*stay on task</li> <li>*encourage partner to practice</li> <li>*manage time wisely</li> </ul>	<ul style="list-style-type: none"> <li>*ask questions</li> <li>*give feedback</li> <li>*collaborate</li> <li>*give others credit</li> <li>*take ownership of words and actions</li> </ul>
WHOLE-CLASS CHORAL RESPONSE OF THE GUIDED PRACTICE	<ul style="list-style-type: none"> <li>*give teacher eye-contact</li> <li>*respect other's opinions</li> <li>*positive tone of voice</li> <li>*praise much more than criticize</li> </ul>	<ul style="list-style-type: none"> <li>*ask for help when not understanding</li> <li>*cooperate and participate in choral response to show understanding</li> </ul>	<ul style="list-style-type: none"> <li>*engage</li> <li>*share</li> <li>*volunteer</li> <li>*take ownership of words and actions</li> </ul>

<b>Virtual Learning</b>	<ul style="list-style-type: none"> <li>➤ Make sure to abide by a posted &amp; established guideline for the virtual classroom.</li> <li>➤ Use the chat to communicate when your mic does not work.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Make sure to log into Google Meet at least a minute before class.</li> <li>➤ Have your class material, including textbooks ready.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ask questions during instruction and independent work time.</li> <li>➤ Turn in your work before the next class.</li> </ul>
<b>COVID Safety</b>	<ul style="list-style-type: none"> <li>➤ Follow verbal warning and corrections and learn to adjust to COVID safety protocols.</li> <li>➤ Acknowledges other's feelings about the pandemic. Not everyone feels the same way you do.</li> <li>➤ Keep your distance. Remember it is 6ft.</li> <li>➤ Keep your area clean.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Bring a mask and wear it during the whole class period.</li> <li>➤ Go to your assigned seat and stay there.</li> <li>➤ Sanitize your hands as you come in or leave my classroom.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Go with the correct campus flow as designated on the map.</li> <li>➤ Help others know which way to go.</li> </ul>