

ESPAÑOL 4 AP LANGUAGE AND CULTURE

Teacher – Student – Parent/Guardian Agreement
2019-2020 School Year

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Hello Don Lugo Families! First, I would like to welcome you to my Spanish class - the online edition. I am looking forward to a great year full of learning and new experiences. I am very excited and looking forward to getting to know all of you. It will be a very exciting year since you will continue to learn the third-most spoken language in the world. The goal is to continue to learn the language and practice it by successfully engaging in authentic conversations and by applying newly learned vocabulary and concepts. To achieve this goal, the online classroom needs to remain a dynamic environment where students talk, sing and work by participating in live Google Meets.

To ensure understanding of the classroom expectations and procedures, please read and discuss this document. The Classroom Expectations Matrix and Google Meet Expectations are attached.

Don Lugo is a PBIS school. We have a proactive approach and want our scholars to succeed. School Wide there are three major expectations which are always to be met:

1. **Be Respectful**
2. **Be Responsible**
3. **Be Involved** *(PARENTS and STUDENTS!!!: sign-up on Aeries to view grades on-line!!!)*

Please adhere to the above expectations to avoid disciplinary actions. (Please refer to the student registration packets and/or school website to refer to the disciplinary actions according to the school's guidelines.) Minor misbehavior, class disruptions, or failure to turn completed homework will result in a Remind message or phone call home.

Recommended materials: pencil, pen, highlighter, notebook, computer, and the class textbook.

If you are **ABSENT**, it is your responsibility to make-up any work that you have missed. It will be posted in Google Classroom. If you know that you will be missing a day of live session, you should ask Sra. Peña ahead of time for the work we will be doing. You will have up to 3 school days to make-up a quiz/test. In the event of an extended absence, special arrangements will be made.

Please feel free to **contact me** anytime. It is best to use Remind or email me; otherwise, call the google number (909) 334-2841 and please leave a message. *If students need any extra help, they can show up to office hours or arrange a virtual meeting.

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

Academic honesty - If a student is caught cheating (including using Google Translate) or plagiarizing on any assignment including quiz/test, the student will receive a zero and will not be able to redo it or retake it.

Information on Assignments

Class Work: The point value of the assignments will be different; however, it should be turned in by the due date. Make sure to stay on top of your assignments. It is very easy to fall behind. **Late class work will not be accepted.**

Homework: 10 pts. each (assigned Monday through Thursday, and occasionally on Friday, and/or as needed, due at the beginning of the period). It should be turned into Google Classroom by the beginning of the period. Any copying or doing homework during virtual class time will not be given any credit. Failure to turn in completed homework will result in a Remind message or a phone call home. **Late homework will not be accepted.**

Oral Presentations: 50 pts. Students are given at least 3 days in advance to memorize and/or prepare. Visuals are required (Google Slides, Power Point Presentation, and/or poster board) and the presentations might be live during our Google meetings or in Flipgrid.

Written Projects: 50 pts. Students are given at least 2 days to complete the assignment. It must be turned in in Google Classroom by the day and time it is due. (If absent, turn it in before the due date.) **DO NOT** to use translation resources (i.e. Google). Use your textbook, your dictionary, and what we have learned.

Quizzes: 50 pts. (Throughout the chapter.)

Chapter Tests: 50-100 pts. (assigned about every three weeks) Once the chapter has been completed, students work in the workbook for review before the test.

MASTERY OF EACH CHAPTER: in class we will discuss student choices to show they have mastered the content.

Semester Finals: TBD (to be determined).

Extra credit: TBD in class.

Make-Up/ Late Work Policy

Students must submit work on the assigned date. **Late submissions will not be accepted, this applies to Projects, and Classwork** (as well as online exams) Students with an excused absence will have the number of days absent plus one to make up missing assignments.

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Grade Breakdown

90-100% = A

80-89% = B

70-79% = C

60-69% = D*

59% - 50% = F*

Señora Peña's Classroom Expectations

Speak in SPANISH! If you need to use English, you must ask permission.

	Be Respectful	Be Responsible	Be Involved
Individual Work	<ul style="list-style-type: none"> ➤ Work quietly. ➤ Off electronic devices unless being allowed. 	<ul style="list-style-type: none"> ➤ Stay on task. ➤ Use electronic devices as directed 	<ul style="list-style-type: none"> ➤ Ask questions if you are confused. ➤ Use time wisely.
Group Work	<ul style="list-style-type: none"> ➤ Stay on task, do your share and work as a team. ➤ Be open to the ideas of your group members. 	<ul style="list-style-type: none"> ➤ Use time wisely. ➤ Use electronic devices as directed 	<ul style="list-style-type: none"> ➤ Collaborate using lower voice ➤ Be helpful.
Direct Instruction	<ul style="list-style-type: none"> ➤ Listen attentively. (No electronics) ➤ Wait for your turn. ➤ Have a positive attitude. 	<ul style="list-style-type: none"> ➤ Take notes. ➤ Focus on learning and ask questions if needed. 	<ul style="list-style-type: none"> ➤ Raise your hand to contribute. ➤ Be ready to answer when called upon.
Transitions	<ul style="list-style-type: none"> ➤ Follow directions. (No electronics) ➤ Leave classroom clean and orderly (including desks). 	<ul style="list-style-type: none"> ➤ Be prepared/organized for class. ➤ Borrow/Return Classroom supplies. 	<ul style="list-style-type: none"> ➤ Help your classmates near you.
Enter/Exit	<ul style="list-style-type: none"> ➤ Always enter/exit calmly and quietly. (No electronics or earbuds) ➤ Respect personal space. 	<ul style="list-style-type: none"> ➤ Check board/screen for assignment. ➤ Sit in assigned seats. 	<ul style="list-style-type: none"> ➤ Complete any bell work. ➤ Turn in your work before leaving class.

GOOGLE MEET EXPECTATIONS



BE ON TIME Wake up early  Log on a few minutes before class starts	BE IN A QUIET PLACE Find a quiet place  Check your surroundings, use a table or desk	BE PREPARED Computer is charged  Camera is on  Use headphones if you have them
PRESENTATION Wear school appropriate clothing  Be in camera view	MUTE YOURSELF Mute yourself when your teacher or another student is talking or if there is background noise 	PARTICIPATION Be focused Be attentive Be an active participant 
CHAT RESPONSIBLY Raise your hand to speak  Type your question in the chat box	COMMUNICATION Speak clearly Don't dominate the the conversation Stay on topic (no side conversation) 	BE RESPECTFUL R-E-S-P-E-C-T Be kind Be considerate 
BE READY TO TAKE NOTES Take notes digitally or on paper regarding instructions Make sure you understand the assignment 	KEEP UP WITH ASSIGNMENTS You will have time each day to work on class assignments Don't let work pile up 	REVIEW NOTES & RECORDINGS Use your out of class time to review what was done in class Prepare questions for your teacher 

EXPECTATIVAS DE GOOGLE MEET



LLEGAR A TIEMPO Despiértate temprano Entra a la sesión unos minutos antes.	ESCOGER UN LUGAR SILENCIO Encuentra un lugar tranquilo Revisa tu alrededor y usa una mesa o un escritorio	ESTAR PREPARADO La computadora cargada La cámara encendida Usa audífonos si tienes
PRESENTACIÓN Usa ropa apropiada para la escuela Mantén la cámara encendida 	APAGA EL MICRÓFONO Apaga el micrófono cuando la maestra u otro estudiante esté hablando o si hay ruido en el trasfondo. 	PARTICIPACIÓN Enfócate Pon atención Participa activamente
COMENTA RESPONSABLEMENTE Levanta la mano para hablar Si tienes alguna pregunta puedes usar el chat 	COMUNICACIÓN Habla con claridad No domines la conversación Mantente en el tema 	SE RESPETUOSO R-E-S-P-E-T-A Se amable Se considerado
LISTO PARA TOMAR NOTAS Toma notas de las instrucciones bien digitalmente o en papel Asegúrate de entender los trabajos 	MANTENTE AL CORRIENTE CON LOS TRABAJOS Todos los días tendrás tiempo para trabajar en las asignaturas de la clase No dejes que el trabajo se te acumule 	REPASA LAS NOTAS Y GRABACIONES Usa tu tiempo fuera de clase para repasar lo que hiciste y aprendiste Prepara preguntas para tu maestra