

Instructor: **Mrs. Charlotte Bondoc**
Chino Valley Adult School, Room 14

Spring 2025 Semester: Jan 6 - May 29, 2025
Monday-Thursday, **8:45-11:45 A.M.**

To avoid my emails from going to your email's Junk Mail, please save these emails in your Contacts:

School Email: charlotte_bondoc@chino.k12.ca.us

Class Email: dearmrsbee@gmail.com

1. Class Communication:



a. Private 1: Email (Electronic mail) - if you need help with email, please let me know.

- i. I highly recommend students to use a **Gmail/Google account** for class use.
- ii. ***Always*** double-check that you are sending your email to **charlotte_bondoc@chino.k12.ca.us OR dearmrsbee@gmail.com**
- iii. Email will be used for **more detailed** class information sent at the end of the week and any student digital/online work submissions.

*****Responses to emails will be provided Monday-Thursday between the hours of 8:45 am-11:45 am.*****

b. Private 2: I will use Remind for quick class updates, online/website links, and files.

Students will get Remind app notifications OR text notifications. You can join by **sending a text to 81010**, then **text this message - @spr2025bee**. I will also post this information on our classroom door. Students may use Remind to ask/send short messages.

2. Class Attendance Policy: Please attend as much as you can to improve your English.

80% attendance is expected and highly recommended - come at least three times a week to see improvement in your English. The best way to improve your English skills is by using English with different people and using English as much as you can. Your attendance is ESSENTIAL to building a culturally rich class community.

Long absences: please let me know in writing (email me or paper note) if you will be absent from class for two weeks or more. If you do not tell me BEFORE your absence, you may be automatically dropped from the class. Your seat may be given to another student.

3. Classroom Behavior Expectations - when you come to class, please:

- a. Be professional** - make every effort to come to class **on time**. If you have a good reason for arriving late regularly, out of respect for me, please let me know **in writing**.
 - i. **Mute/silence your cell phone** & only use your phone in class when the teacher asks you to use it.
 - ii. **Respect and be kind** to your classmates.
- b. Be prepared** - have a pencil and paper ready to take notes (a notebook is even better).
- c. Be organized** - keep all materials in a binder and/or notebook (see **Suggested Materials**).
 - i. After every class, **review and organize all handouts and notes** at home.

- d. **To get better with your Speaking and Listening skills, PARTICIPATE in ALL learning activities** - practice using your English by actively speaking and listening in class.
- i. Turn in any class work/writing **before you leave** at the end of class.
 - ii. **Homework should be done in your own time, NOT during class.**

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4. **Class Textbooks:** class textbooks **are provided and are FREE**; however, you may buy your own.
- a. **Side by Side Plus 3, Third Edition** (color: green & purple) - if you choose to, you may purchase the textbook package (workbook, text, assessment book, & digital book) from the **Main Office** for \$52
 - b. **Life Skills and Test Prep 4** and occasionally, other available textbooks in the classroom
 - c. Internet resources listed in our class website to supplement class texts, as appropriate
5. **Suggested Materials to Bring to Class:** wired ear buds for computer use, pencil, pens, loose notebook paper, a notebook, 3-ringed 1-inch binder, highlighters, eraser.



Class Guidelines:

1. Your **native language** may be used outside the classroom. In the classroom, **English, please**.
2. I recommend that you **bring a sweater** or jacket to class as it can get cold; also **bring water**.
3. When using a **classroom textbook**, please **DO NOT** write in it. If you find writing in a classroom textbook, please erase or show me.
4. Please use the pencil sharpener **only when no one is speaking**. Use the extra pencils while you wait.
5. When you leave your seat, please **push your chair in**.
6. **Put your chair up** on the desk if Mrs. Bondoc asks you to and **pick up any trash** around your area.
7. Every Thursday, students will have a **quiz OR weekend homework** to complete.

DAILY HOMEWORK (optional/on your own): What we learn in class is only a small part of your daily English education. The skills you need to practice the most are **listening and speaking**, which **you can continue to practice** - **in your car and at home:**

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| <ol style="list-style-type: none">1. Spend at least 30 minutes listening to English radio (89.7 or 94.7 or 103.5 FM) or watching TV in English with English Closed Captions(CC)/subtitles. I recommend news programs (VOA Learning English), weather programs, children's programs (PBS Kids) or DVDs with English subtitles. Write down new words or phrases you hear.2. Read your class notes out loud before the next class.3. Learn and use 1-5 new words in conversation. Talk to everyone you can who speaks English.4. Practice English pronunciation by <u>repeating difficult sounds and words 20-50 times</u>.5. "Talk to yourself" in English about everything that you see to help you "think in English."6. Read an English book, novel, magazine - something that you enjoy. Spend 10 minutes minimum reading daily, even when you only understand 75% of your reading. |
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ASSESSMENT AND GRADING:



1. Schoolwide State Assessments (CASAS) - every 5-6 weeks
2. Schoolwide EL Civics Assessments - 2 EL Civics tests per semester
3. Common Formative Assessments (CFA's) aligned to English Language Proficiency standards(ELPS)
4. Teacher-prepared performance activities and applied performance (class presentations)
5. Student work and participation, directly affected by attendance (**120+ hours of attendance**)
 - a. Unit Packets (classwork), Quizzes, Weekend Homework
6. Teacher observations of each student during classwork and class discussions

READING COMPREHENSION & TEST-TAKING STRATEGIES (review before CASAS Post-tests)

When you need to answer questions about something you read, use these reading strategies:

1. Read the questions first. Look for the key (important) words. Read the answer choices.
2. Read quickly (SCAN) through the paragraph(s) to find the key words.
3. **Do not use a dictionary or translator.** Read the whole sentence or paragraph to try to understand the general meaning or idea, not every word. Use context.
4. Read again to clarify meaning.
5. Eliminate incorrect answer choices.
6. Sometimes the answer to a question is not stated directly. You must INFER the correct answer (make a guess based on reasoning from facts).
7. **When you finish and you have time, check your answers again.**



Thank you for respecting our learning environment by always **being kind** to yourself, your classmates, and helping **everyone** feel included and **safe**.




Remember, we all **SMILE** in the same language!

When you do this, you will remember:

Listen to the teacher talk	5%
Read silently	10%
Watch and listen (audio-visual)	20%
Watch a demonstration	30%
Discuss – talk about what you are learning	50%
Practice by doing	70%
Teach others or use immediately	90%

IMPORTANT SCHOOL DATES for Spring 2024: <https://www.chino.k12.ca.us/Page/53244>

First Student Day of Second Semester (Spring)	Monday, January 6, 2025
HOLIDAYS - NO SCHOOL:	HOLIDAYS - NO SCHOOL:
Martin Luther King Jr. Day	Monday, January 20, 2025
Lincoln's Birthday	Monday, February 10
Washington's Birthday	Monday, February 17
Spring Break	Mon., March 24 - Fri, March 28
School Closed	Friday, April 18
School Resumes	School Resumes Monday, March 31
Last Day of 24/25 Academic School Year	Thursday, May 29, 2025

<p>MASTER CLASS VOCABULARY LIST SPRING 2025: http://bit.ly/beespr25</p> 	<p>OUR CLASS WEBSITE: www.chino.k12.ca.us/mrsbee</p> 
<p>MOBILE APP / REMIND APP</p>  <p>Spring 2025 Mrs. Bondoc's ESL Class @spr2025bee</p> <p>OR for phone text notifications ONLY, you can join by sending a text to 81010, then text this message: @spr2025bee</p>	<p>CVUSD MEDIA RELEASE</p> <p>I understand that Chino Valley Adult School is a Chino Valley Unified School District (CVUSD) specialty school.</p> <p>As a CVUSD adult school student, I give my permission to be photographed and/or videotaped in school-related activities.</p> <p>Signature _____ Date _____ Printed Name _____</p> <p>For more information, click HERE (if online) or visit https://bit.ly/cvusdmediarelease22</p>

*This class syllabus may be changed at any time for reasons determined by the instructor.