
	<p style="text-align: center;"><b>Spanish 3H Syllabus</b></p> 
	<p style="text-align: center;"><b>Mrs. Sandra Alves</b></p>
<p style="text-align: center;"><b>Room B137</b></p>	<p><b>E-mail: <a href="mailto:sandra_alves@chino.k12.ca.us">sandra_alves@chino.k12.ca.us</a></b>  <b>(Will respond within 48 hours, except on weekends and holidays)</b></p>

<p style="text-align: center;"><b><u>CLASS RULES:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Be seated when the bell rings.</b> Stay seated until the bell rings.</li> <li>2. Talk only when called upon or when working in groups or pairs.</li> <li>3. Work only on Spanish.</li> <li>4. Bring all required materials to class every day: Your Chromebook (Must be fully charged), Spanish binder, pen/pencil, highlighters, flashcards.</li> <li>5. <b><u>NO CELL PHONES, EARBUDS/AIRPODS. They must be in backpacks during the entire class time. Backpacks must be zipped up.</u></b></li> <li>6. No profanity.</li> </ol> <p>For consequences, refer to your Parent/ Student Handbook and Classroom Matrix.</p>
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<p style="text-align: center;"><b><u>GRADING:</u></b></p> <p>A: 90-100%; B: 80-89%; C: 70-79%; D: 60-69%; F: below 60%</p> <p>Tests and quizzes: 60% (Required by CVUSD)</p> <p>Final exam: 10%</p> <p>Homework: 10%</p> <p>Class work/oral practice: 15%</p> <p>Projects + presentations: 5%</p>
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### **MATERIALS:**

You must bring the following items every day:

- A binder divided into the 3 following sections (must be labeled):
  - Trabajo de clase (Classwork)
  - Apuntes (Notes)
  - Tarea (Homework)
- A dry erase marker and an old sock.

### **HOMEWORK:**

1. Homework is assigned Monday through Thursday. Occasionally, you may have homework on a Friday.
2. **You will receive full credit if the assignment is complete and turned in the next day by the assigned time. If it is not complete, you will receive ½ credit (incomplete).**
3. If the student's assignment is not correct, he/she will still get credit. However, if there are too many mistakes, he/she will be asked to fix them in order to get credit.
4. **Late homework assignments will be accepted one day late for ½ points.**  
(except when the student's absence is excused). **An “oops” or “homework pass can be used ONLY WITHIN ONE WEEK after the assignment was assigned for full credit.**
5. If the student's absence is excused, he/she will be given additional days equal to the number of days of absence to make-up any homework assignment. After an absence, it is the student's responsibility to check the homework to find out what he/she needs to make up. That can be done by checking Google Classroom for the daily agenda.
6. If a student has an **unverified** absence on the day homework and/or class work is assigned, he/she will not receive credit for that assignment. If a student has an **unexcused** absence on the day homework and/or class work is assigned, he/she will receive partial credit for that assignment, provided he/she makes it up before the deadline.

### **ASSESSMENTS (QUIZZES AND TESTS):**

- Quizzes that result in a grade lower than a 65% may be retaken within one week. The retake quiz (provided there is another version available) will be different from the first one, and both will be averaged together for a new score.
- Any quiz can be retaken with a Renaissance Card “oops” or homework pass no later than one week after taking it (provided there is another version available). The retake quiz will be different from the first one, and both will be averaged together for a new score.
- All quizzes and test dates (including final) are announced ahead of time.
- If a student's absence is **excused**, he/she will be given additional days equal to the number of days of absence to make-up any test or quiz. For example, if he/she is absent 3 days, he/she will have 3 school days to make up the quiz or test. If a student has an **unverified** absence on the day of the quiz, he/she will not receive credit. If a student has an **unexcused** absence on the day of a

quiz/test, he/she will receive partial credit provided he/she makes it up before the deadline. **If a student fails to make-up any missed assessment before the deadline, he/she will receive a zero. It is his/her responsibility to remember to come to make up a test or quiz after school at 3:30 pm before the deadline. (See CVUSD policies)**

If a student is unable to make-up a test/quiz before the deadline, it is his/her responsibility to email or message on Google Classroom Mrs. Alves **beforehand** so that they can reschedule another make-up day. A verbal notification is invalid. Please, be respectful of my time! :)

### **MAKE-UP POLICY (for all assignments and assessments):**

1. **Make-ups are after school at 3:30 p.m. by appointment.**
2. It is the **student's responsibility** to keep track of their make-up deadline and to notify me of the need to make-up an assignment. If a student **fails to make-up any missed work before the deadline**, he/she will receive a **zero**. It is his/her responsibility to remember to make up a test/quiz/homework assignment/ class work/ oral practice/Spanish day/project **before** the deadline.
3. If a student's absence is **excused**, he/she will be given additional days equal to the number of days of absence to make-up any test or quiz. For example, if he/she is absent 3 days, he/she will have 3 days to make up any missing work.
4. If a student has an **unverified** absence on the day of the assignment, he/she will not receive credit. If a student has an **unexcused** absence on the day of the assignment, he/she will receive partial credit provided he/she makes it up before the deadline.
5. If a student is unable to make-up any assignment before the deadline, it is his/her responsibility to email Mrs. Alves **beforehand**, so that they can reschedule another make-up day. A verbal notification is not valid.

### **TARDY POLICY:**

At the second tardy, the student's parents/guardians will get an e-mail. At the 3rd, the student will get a referral to the counselor. After that, Ayala HS Administration will deal with subsequent tardies.

### **ACADEMIC HONESTY:**

**If a student is caught cheating on a test or quiz, asking for answers or/and copying from someone's class work or homework or online platform, he/she will receive a 0. Please refer to your student handbook to find out what *academic dishonesty* means. Having a cell phone out during a quiz/test will result in an automatic 0.**

**DAILY CLASS WORK/ORAL PRACTICE:**

1. Each day the student will get a daily grade based on written warm-ups, individual oral work, pair and group works, note-taking, homework correction.
2. A student will receive a 0 for doing something other than Spanish (examples: doing homework for another class, texting, writing notes to classmates, sleeping etc...).
3. Remember: You are taking a language class. Therefore, oral practice is a must. Daily practice will enhance your oral skills.

**Daily Oral Practice Rubric (Class work)**

	2	1	0
<i>Frequency of oral practice</i>	Your hand is <u>often</u> raised to answer questions/you also volunteer to answer the hard questions.	Your hand is <u>sometimes</u> raised in class; you only try the easy questions.	You <u>do not volunteer</u> to contribute to the class/ you seldom raise your hand to answer questions.
<i>On Task/Listening</i>	You are <u>always</u> on task and actively listen to teacher and fellow students. You are able to follow directions.	<u>Often</u> off task. You <u>sometimes</u> listen when the teacher speaks. Sometimes follow directions given in Spanish, but have to check to see what other students are doing.	You give minimum effort, you " <u>tune out</u> " / you're busy talking, texting, playing with your watch, keeping your earbuds/airpods on, sleeping/ doing work not related to Spanish/ your cell phone is visible.

Spanish days: On those days, you are required to speak to each other and your teacher in Spanish ONLY. (From bell to bell). When you are absent on a Spanish day, you must make-up your points (before the deadline) by coming after school (by appointment), and have a conversation in Spanish with your teacher, provided your absence is **excused**.

Spanish days	2	1	0
	You speak Spanish to your classmates and teacher the whole duration of class in <b>complete</b> sentences. You are clearly heard by your teacher.	You speak Spanish to your classmates and teacher the whole duration of class. You do not use complete sentences ( <b>just words</b> ). You are <b>clearly heard</b> by your teacher.	You speak English, or you do not speak at all, and/or you are not heard by your teacher. (For students who speak English, you can redeem your point by coming after school <b>the same day</b> , and have a conversation in Spanish with your teacher)

**WHAT TO DO IN ORDER TO SUCCEED IN THIS CLASS:**

1. Have a B average on tests and quizzes in Spanish 1 and 2 (Teachers are required by the Chino Valley Unified School District to count at least 60% of your total grade towards assessment (quizzes and tests).
2. To pay attention in class, to be actively involved in all class activities, and ask questions to your teacher.
3. To study the new vocabulary and/or grammar **daily** so that you understand the next day's lesson.
4. To study for **all** tests and quizzes.
5. To do **all** the homework and classwork assignments and turn them in on time.

**PRINT THIS PAGE, FILL IT OUT WITH ALL THE REQUIRED INFORMATION, AND TURN IT IN TOMORROW FOR HOMEWORK CREDIT.**

I read and agree to Mrs. Alves' classroom rules and expectations.

Student's name: (Please, PRINT CLEARLY) \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_

PARENTS: Don't forget you have five days to clear your child's absences with the Attendance Office (not teachers). If any student has an unverified absence after five days, he/she will get a 0 for any quiz/test taken that day, or a homework assigned that day. For any unexcused absence, the student will get partial credit, provided the assignment is made-up before the deadline.

I read and agree to Mrs. Alves' classroom rules and expectations.

Parent/guardian's name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian's signature: \_\_\_\_\_

If necessary, I can be contacted:

Parent's phone number (cell): \_\_\_\_\_

Parent/guardian's e-mail: (Please PRINT CLEARLY)  
\_\_\_\_\_

Comments/concerns:  
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