

## **Introduction:**

Welcome to the World Languages Department at Shamokin Area High School. I hope that you will find our courses both fun and engaging. Learning a new language is a challenging and fun experience. It can also be a very rewarding one!

## **Policies:**

### **Behavior**

Each individual student has the right to learn. Therefore, students are expected to exhibit a courteous and respectful attitude toward others as well as to the teacher. We, in turn, will treat you with courtesy and fairness and will try to make learning a language an enjoyable experience.

### **Late Work**

Late work will **not** be **accepted** unless the student was absent or had an extreme circumstance (i.e. had to go to the emergency room).

If you need an **extension** on a **project**, you must fill out an extension request at least **2** days **before** the project is **due**. All portions of the request form **MUST** be completed in ink. Please note, I reserve the right to deny an extension.

### **Make-up Work**

Following an **excused** absence the student will have 3 school days to complete graded classwork and homework. Students will have 5 school days to complete tests or quizzes. It is the **student's responsibility** to obtain missed work. All missed work can be found in the ABSENCE BINDER.

Following an **Unexcused** absence (full day, partial day, my class) the student will need to obtain missed work and obtain missed notes. However, the student will NOT receive any credit for the missed assignments (tests, quizzes, projects, "dictados," homework, etc.)

### **Tardy**

You are expected to arrive to class on time every day. If you are tardy more than three times, you will receive a detention for each additional time you are tardy. You are considered tardy if you are not sitting in your seat, ready to work, by the time the bell rings.

### **Procedures for Entering and Starting Class:**

- Upon entering the class, students will quietly take their seats and pull out all materials necessary for class.
- Students must be in their assigned seats and working BEFORE the late bell rings. If not, they will be considered tardy.
- Students previously absent should seek work missed due to their absence.
- The teacher will start class with an organized activity. The student will complete the activity on the warm-up sheets I have provided. The student will also write the daily **objectives** on this sheet.
- You **must** have your **agenda** to go **anywhere!!!** Place your name on the pass section in **INK**. Fill out your agenda, give it to me for a signature, **sign out** and **sign in** using the log book. One student will be permitted to leave the classroom at a time. Please try to use the restroom during the last 5 minutes of class.
  - Please note, per school policy, I may refuse to allow you to leave the room with or without your agenda.
- Raise your hand and receive permission to get out of your seat.

### **Procedures for Ending Class:**

- Students are expected to **remain seated** and engaged in learning until the teacher dismisses the class.
- Students are not to pack-up their possessions until directed to do so by the teacher.

### **Communicative Expectations:**

Students will be required to communicate in the target language during class as much as possible.

### Materials:

- Please bring the following to class each day:
  - ONLY Black or Blue Pens (I will not accept work in any other color ink.)
  - Pencils
  - Notebook Paper & a folder (You WILL receive a lot of handouts.)
  - Workbook (if assigned one)
  - Highlighters (if you use them)

### Grading Policy:

- Students' grades are based on a variety of assignments, such as; homework, communicative proficiency, projects, tests, quizzes, compositions, research projects, etc. These assignments may be announced or unannounced. All activities are designed to teach and reinforce skills and processes necessary for mastering the course outcomes.
- When calculating I will use a total points system. However, there will be a weighted, cumulative final exam.
  - Homework-The purpose of homework assignments is to reinforce the skills learned in class. Therefore, homework is usually assigned nightly and will be graded when appropriate.
  - Classwork-Any work done in class, including: class handouts, listening/oral/written performance, individual portion of group activities, etc. Point values vary depending on complexity of assignment and time involved.
  - Percent scores will be rounded to the nearest whole number. Any score below .5 rounds down, and any score above .5 rounds up.
  - The **final** exam will be **cumulative** and count for **10%** of the final grade.
    - It is open note.
  - Tests/Quizzes/Projects/Dictados-One test per unit/chapter, daily/pop quizzes, end of unit/chapter projects, timed essays done in class, and oral dictations are all possibilities.
    - Re-takes: I **allow** students to **re-take** any test or quiz, with the exception of the final exam. However, there is a limited window of opportunity. Re-takes **MUST** be completed within **FIVE** school **days**, starting the day after the quiz/test is returned.
  - Your success in my class is extremely important. Therefore, I expect any student, who is struggling in the course, would like to re-take a test/quiz, would like to finish a project, or would like help to either come to my classroom before homeroom begins or to remain after school and come to my classroom to work.

### Class Rules:

- You must be prepared for class daily by bringing your supplies, being on time, and starting class promptly.
  - Be on time.
  - Begin the warm-up activity and copy the objectives as soon as you enter the room. (If you were absent, check the folder and get caught up.)
  - Be respectful of the rights, opinions, and property of others.
  - Demonstrate academic honesty in test-taking, classwork, projects, and homework assignments.
  - Do not eat or drink (except water)!
  - Use appropriate language.
  - Be prepared with class supplies/materials.
  - Cell phones should remain OFF and OUT OF SIGHT during instruction and/or while completing work.
  - Be successful by always doing your best!

I have read the policies listed above and agree that I will abide by them throughout this entire semester. I understand that I am responsible for knowing these policies and for keeping a copy of them in the front of my binder.

Student name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

\*I have read the policies listed above with my child and agree that my child will follow these policies throughout the entire semester. If I have any questions regarding the policies I may contact Ms. Zettelmoyer at 570-648-5731 or dzettelmoyer@indians.k12.pa.us at any time. I also understand that it is my child's responsibility to be aware of and to follow these policies.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian contact information:

Phone number: \_\_\_\_\_

email address: \_\_\_\_\_

Please initial to indicate that you have read and understand each policy listed below.

	Student	parent/guardian
1. Late work will not be accepted	_____	_____
2. project extension: 2 days prior	_____	_____
3. make-up work completed in 3 Schools, but 5 for a test/quiz	_____	_____
5. 4 times tardy to class = detention	_____	_____
6. may re-take quizzes/tests (5 days)	_____	_____
7. grades are curved to nearest whole number	_____	_____
8. grading policy in general (i.e. total points)	_____	_____
9. procedures for entering/leaving class	_____	_____
10. class rules	_____	_____