**¡Bienvenidos a la clase de Español III**

**Ponderosa High School 2018-2019**

**Señora Stanton**

\*Please print out the classroom policy on my website, keep the first pages of the policy in your notebook, have you and your parent/ guardian sign the last two pages, and return the signature page for a homework grade by *Friday, August 17th.*

Here’s how to contact me!

Teacher: Mrs. Danelle Stanton

Email: Carolyn.stanton@dcsdk12.org

Website: www.srastanton.weebly.com

Room: 121

Teacher: Mrs. Carol Godfrey

Welcome! I am excited that you have chosen to learn Spanish and am looking forward to a fun and challenging year. I have taught at Ponderosa since 1990 and have taught all levels of Spanish from 1 to AP. These guidelines and expectations should be kept as the first pages in your Spanish notebook and the last pages should be completed by you and your parent or guardian and turned in by Friday, August 17th.

**Teacher goals**

My goal in Spanish III is to provide numerous opportunities for you to communicate by means of speaking and writing in Spanish. I also want you to understand what you read and hear. We will achieve these goals by speaking in Spanish during class time, by participating in daily class discussions, by reading and listening to authentic sources, and by introducing a variety of vocabulary and grammar. In addition, I want you to learn to appreciate Spanish-speaking cultures through exposure to music, art, and history.

**Student goals**

Successfully learning a foreign language requires dedication on your part. Therefore, you will be expected to participate during class and to demonstrate your understanding and abilities in 3 modes: Interpretive, Interpersonal, and Presentational as defined by District, State, and National Standards. A summary is included below:

**MODES OF COMMUNICATION**

Interpersonal mode.

Interpersonal mode is active oral or written communication in which the participants negotiate meaning to make sure that their message is understood.

Interpretive mode.

Interpretive mode is the ability to listen to or read a text and interpret the meaning.

Presentational mode.

Presentational mode is written or oral communication in which the presenter must take into account the impact on the audience since this is one-way communication with limited opportunity for feedback.

**Teacher availability**

Parents- It is easiest to reach me at the email address listed above. I will do my best to respond within 24 hours. Students- I am available to help you before school, during Resource, or after school by appointment. You may also contact me by email if you have questions or concerns. My role as a teacher is to help you, so don’t be afraid to ask!

**Materials**

Required: -3 ring binder with dividers and loose-leaf paper

-2 workbooks that accompany the Realidades textbook (a materials fee was paid at registration).

-1 Spanish novel (purchase fee was paid at registration)

Recommended: - Spanish / English dictionary and a flash drive for projects

Requested: -A donation of a box of Kleenex or a set of dry erase markers ¡gracias!☺

**Grades**

Grades are calculated on a point basis throughout the semester and are based upon the new State and National World Language Standards found at www.actfl.org.

**Contribution/Participation** 25%

(may include homework completion, classroom participation, partner activities)

**Vocabulary/ Grammar** 25%

(may include computer assignments, vocabulary/ grammar quizzes)

**Interpretive/ Interpersonal/ Presentational Exams and Assessments** 50%

(may include listening, writing, reading assessments, formal and informal speaking presentations)

In summary, points are earned for daily speaking participation, classroom participation, partner activities, homework, and assessments. Participation points may be deducted for failure to bring materials or complete homework, and / or lack of participation. The following scale will be used: 100-90% A 89-80% B 79-70% C 69-60% D 59%- F

Your grade will be updated at least every three weeks online. You and your parents can check your progress grade on Infinite Campus. If you were absent for an assignment, your grade will be a zero until you have made it up.

**Homework**

Please note that homework must be completed when you enter class and late assignments will not be accepted for credit. Homework assignments may include workbook activities, projects, and online assignments.

**Tardies**

Being in class on time and prepared to work is important. The school-wide tardy policy will be followed which may include calling your parents, lunch detention, and/ or a referral to administration.

**Behavior**

Your behavior in class should reflect respect for one another and the teacher as well as

for the learning process. All school rules concerning safety, behavior, and the dress code

policy will be enforced. Remember:

 **No food** (water bottles are OK)

 **No cellphones** or iPods during class unless at specified times.

 \*\***I reserve the right to take and keep your phone until the end of class if it is a distraction to you, me or other students**

**Last thoughts**

I am looking forward to getting to know you this year! Don’t be afraid to take risks or to

make mistakes – that is how we learn and improve! Let’s work hard and have fun!

**Please sign and return this policy by Friday, August 17th**

**www.srastanton.weebly.com**

**Student / Parent compliance agreement**

I have read the classroom policy and understand what is expected of me in Spanish III.

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

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Student comments or concerns. Is there anything that I need to know about you as a

learner? What suggestions do you have so that I can teach you best? Is there anything

else that you would like to share with me?

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I have read this policy and understand what is expected of my child in Spanish III.

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_

Parent comments or concerns. Please list any comments or suggestions regarding your

child’s academic performance, special needs, or helpful hints that would help me meet

his or her needs better.

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Optional: Parent email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***ABSENCE POLICY***

Ponderosa High School values the unique learning needs of each student. We work hard to provide an environment that is safe and where education is valued. We understand that there will be circumstances when students will not be able to attend school. When a student misses class, they miss opportunities to learn. Every school day matters! Research supports a direct correlation between student attendance and academic success. Colorado state law requires children between the ages of 6 and 17 to regularly attend school. In addition, PHS allows for open campus for upperclassmen that adds an additional challenge to attendance monitoring and accountability. Please help us maximize student attendance and student accountability for absences by adhering to and supporting the following attendance policy.

Absences should be called into the office by a parent no later than 10:00 am on the day of the absence.

* Absences will be adjusted at the end of each school day to unexcused if the reason for the absence has not been confirmed or does not align with the approved reasons acceptable to the principal, in accordance with District policy JH and JHD.
* Parents may retroactively excuse an unexcused absence up to 48 hours after absence by completing an absence adjustment form and providing supporting documentation. Unexcused absences will not be excused by administration after 48 hours.
* Plagiarized calls or notes will result in an automatic Saturday School or suspension.
* **Every class matters!** Student will begin to receive consequences as early as the first unexcused class period. Consequences are progressive and include: After school detention, Lunch detention, Saturday School, loss of before and after school privileges - including but not limited to dances, athletic or activity events
* Timely attendance in class is essential for academic success. Consequently, 4 unexcused tardies will be equal to one unexcused absence.
* Excessive absences may also involve judicial action, as legally, students must be in class!

**Excused Absences**

Excused absences are defined as those resulting from temporary or extended illnesses, injuries, or physical, mental, or emotional disabilities; family emergencies; absences due to early release excused by the school for extra- and co-curricular activities; absences which occur when a student is in custody of a court or law enforcement authority; and any other absence approved by the principal. Absences that do not meet these criteria will be considered unexcused. Parents may not excuse students from class because they are not prepared or because they need to do work for another class. PHS may request that a doctor’s note be provided. Students who are excused must leave the school and /or be off school grounds. Absences due to school sponsored events will not be calculated into a student’s total absences for a class.

Students with excused absences are responsible for contacting their teachers to arrange make up learning opportunities missed during their absences. Students are strongly encouraged to use teacher websites and email to obtain information regarding their missed work. Students should refer to each classroom teacher’s policies for specific timelines for accepting missing/late work due to an excused absence.

**Unexcused Absences**

Unexcused absences are those with or without prior knowledge and approval of parents or for reasons not acceptable as defined above as “excused absence.”

Students with unexcused absences are responsible for learning missed during their absences. Initially, students will receive a grade of a zero for learning missed. Because PHS values learning, students with unexcused absences can make up work missed for credit, at the teacher’s discretion. Learning not completed within the specified time period will result in a grade of zero (no credit).

Student safety is a priority! PHS does not approve of “ditch days” in any form. All students absent during “ditch days” will be considered unexcused unless a doctor’s note is presented to excuse the absence**.**

***ATTENDANCE REPORTING***

Appropriate, timely reporting of attendance helps us to maintain a safe environment for all students and staff by ensuring accurate student representation at all times during the school day.

All student absences must be reported by the legal guardian of the student to the attendance office. *Students, even those over 18, are not allowed to call in and excuse an absence.*

**Full Day Absence**

Please call the attendance office at 303-387-4002 by 10:00 am if your child will be excused for the entire day. Leave a message that includes: student’s name, date, name of person calling, relationship to student and contact number. *If you are leaving a message on the “other” line please include a detailed reason for the absence to be approved by administration.*

**Early Dismissal or Late Arrival**

Parents: The preferred method to excuse a student that will be leaving early or arriving to school late is via a handwritten note.

The note must be written in ink and include:

* Student’s name/date/time of absence
* If she or he will be returning to school (for early dismissal)
* Parent signature and contact information

\* *a call may be left on the attendance line, but this line is only checked periodically during the day. In the case of an emergency or prompt dismissal, please call the main line 303-887-4000*

Students: Students must check **in** and **out** at the attendance office when leaving early or arriving late (other than off hours and open campus. Freshmen do not have off campus privileges)

*If a student is leaving campus during an off hour and will not be returning they must check out at the attendance office prior to leaving.*

**Early Dismissal: Illness**

If a student becomes ill during the school day, they must report to the health room located in the athletic office for an early dismissal.

*For guidelines for determining student attendance see the district guidelines (*[*District A-Z Nursing Services*](https://www.dcsdk12.org/health-and-wellness/attendance-policy)*)*

**Extended Absence**

If a student will be away from school for more than 3 consecutive days, other than medical reasons, an advanced notification absence form is necessary.

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

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_