Dear Students and Parents,

Please read the following information and complete, sign and return the last page. This is your first homework/practice assignment. Students - keep this information in your notebook at the front of your Spanish section all year. Keep sharing what we learn with your parents and become their Spanish teacher! I look forward to having fun, learning and teaching with you this year.

Kris Cameron

• Out of Class Help

International Language tutorial and exam make-up sessions will be held:

Each Tuesday morning, 7:00 - 8:00 am, room 155
Each Thursday afternoon, 3:10 - 4:10 pm, room 154

I am normally not at school before and after the regular day because I teach part-time during periods 2-4. However, if you feel that you need extra help in addition to the regularly scheduled tutorial sessions, please make an appointment with me in advance. I welcome the opportunity to help you, so please don’t hesitate to ask for help if feel you need it.

• Grading

Students will be assessed and evaluated on meeting course standards in speaking, listening, reading and writing. Research has shown that success is based on daily practice and memorization. If there is no specific homework assignment on a given day, students should be reviewing notes and vocabulary for the current unit for a minimum of 20-30 minutes per day. Final grades are determined as follows:

- comprehensive chapter tests/oral exams/KPI* exams: 50%
- quizzes: 30%
- projects/homework/participation: 20%
*Key Performance Indicators*

Grades will be posted by student identification number in the classroom and on the website on a regular basis, and will be determined according to the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100% - 93%</td>
<td>A</td>
</tr>
<tr>
<td>92% - 90%</td>
<td>A-</td>
</tr>
<tr>
<td>89% - 87%</td>
<td>B+</td>
</tr>
<tr>
<td>86% - 83%</td>
<td>B</td>
</tr>
<tr>
<td>82% - 80%</td>
<td>B-</td>
</tr>
<tr>
<td>79% - 77%</td>
<td>C+</td>
</tr>
<tr>
<td>76% - 73%</td>
<td>C</td>
</tr>
<tr>
<td>72% - 70%</td>
<td>C-</td>
</tr>
<tr>
<td>69% or lower</td>
<td>F</td>
</tr>
</tbody>
</table>

• **Attendance**

Success is linked to oral classroom participation. Frequent absences may negatively affect student progress. Report to class on time. If you arrive less than 10 minutes late, you are tardy. After 10 minutes, you are absent. Absences are considered unexcused until they have been cleared. Absences can be cleared with a phone call, email or written note from a parent. Clearing absences must be done within 48 hours. Report with a note to the attendance office before school, during passing times, break, lunch or after school. DO NOT REPORT DURING CLASS TIME.

• **Tardies**

Report to class on time. If late to class, enter without disruption. Complete assigned detention. Consequences are listed below and are added together for all class periods each quarter.

- 2 tardies . . . . verbal warning
- 3 tardies . . . . expectations are mailed home (purple trifold)
- 4 tardies . . . . after school detention (no show - In School Detention (ISD))
- 5 tardies . . . . 2 hours detention (no show - ISD)
- 6 tardies . . . . ISD (no show - out of school until parent conference held)

Chronic cases of being tardy will result in parent conference with student and assistant principal to develop an intervention to remedy the situation. Loss of class credit may occur with chronic tardiness.

• **Failure to Work Policy**

<table>
<thead>
<tr>
<th>Concern</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Concern:</td>
<td>Teacher will visit with student about concern.</td>
</tr>
<tr>
<td>Second Concern:</td>
<td>Teacher will notify parent of concern.</td>
</tr>
<tr>
<td>Third Concern:</td>
<td>Teacher will notify counselor of concern.</td>
</tr>
<tr>
<td>Fourth Concern:</td>
<td>Teacher will notify administration. Student will be removed until a parent conference takes place and a contract is made.</td>
</tr>
</tbody>
</table>
Fifth Concern: Student may be removed from class with loss of credit and reduced schedule.

• Late Assignments

No late work will be accepted unless due to illness or otherwise arranged with me. I do not accept make-up work resulting from an unexcused absence. All make up tests must be taken within one week of returning from an absence to receive credit. Make up sessions are held twice weekly. See “Out of Class Help.”

• Classroom Management:

Students will be required to adhere to the WHS policy for behavior as stated in the student handbook. I will appreciate your cooperation and participation in class and your respectful treatment of yourself, others and our classroom. Please be in your seat on time and wait to be dismissed at the end of each class period.

• Required Materials (to bring to class)

Each day all students are required to have:
1) paper and pen or pencil (something to write on and with);
2) a three-ring binder with a “Spanish” section clearly labeled;
3) a red pen or pencil for correcting assignments;
4) textbook with a cover (covers provided, students may create their own);
5) student planner.

• Recommended Materials (to have at home)

1) a Spanish/English dictionary
2) 501 Spanish Verbs, Kendris/Barrons.
   (Both are typically available at Hastings at a reasonable price.)

We will utilize ¡En español! (text and workbook), cultural videos, music, games, selected readings, and teacher-created materials in class. Visit the companion website to our textbook! Log on to ClassZone at <www.mcdougallittell.com>.

• Course Description and Prerequisites:

Students will expand their knowledge of Spanish language and culture. They will read, write, speak and listen in Spanish with an emphasis placed on expanding vocabulary and combining previously learned material with new grammatical concepts.
Student and Parent Contact Information

We have read Ms. Cameron’s class syllabus for Spanish II and understand the information contained within it. I (our child) will keep it in their notebook/binder for the remainder of the school year for future reference.

Student name (please print) _________________________________________
Student signature ___________________________ Date _____________
Parent/Guardian with whom you live _________________________________

#1 Parent/Guardian - Please print full name

_______________________________________________________________
Parent signature ___________________________ Date _____________
Home phone ________________________________ Hours _____________
Work phone ________________________________ Hours _____________
Email address ________________________________________________

#2 Parent/Guardian - Please print full name

_______________________________________________________________
Parent signature ___________________________ Date _____________
Home phone ________________________________ Hours _____________
Work phone ________________________________ Hours _____________
Email address ________________________________________________

Please return to Ms. Cameron.
# Home Contact Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
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<tbody>
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