Srta. Ebbott’s Spanish Class

Policy and Procedures

**Academic Excellence:**

First and foremost, academic excellence is expected of **100%** of my students. Yes, that means you!

* + The following are examples of meeting academic excellence:
		- * Have the attitude of learning from the first bell to start class until the bell to end class.
			* Be alert/Pay attention- sit straight in your desk, head up, and eyes following the teacher. *No sleeping!*
			* Follow the directions the first time asked.
			* Complete every activity as directed to the best of your ability and in the time frame allotted.
			* What does academic excellence look like to you?
	+ Beginning of class procedures to model academic excellence.
		- * Be prepared every class: no loitering in the hallway. Get into class early and get your materials ready! *You should be in your seat when the bell rings*, not making out in the hallway with your bae.

The materials you will need for this class are:

**a 3-ring binder with at least 1 divider.** *(3-ring binders may be stored in the appropriate locker for your class as long as you have it out and on your desk in the approved time)*

**a pocket in the binder or an additional folder**

**a pen or pencil (for every class)**

You must have all materials out on your desk *by the end of the warm-up timer.*

If you forget a pen or pencil, you only have the time allotted for the warm-up to ask me to trade for a pen or pencil. You may trade back at the end of class when you have completed your exit ticket.

* + End of class procedures to model academic excellence.

At the end of every class, you will complete an Exit Ticket. This exit ticket is to be done **individually** as a way for you to show me what you can do in Spanish. If you are caught copying, both parties will be given a 0 grade and parents/guardians will be contacted.

Do not get up from your seat at the end of class until the bell rings. Turn in your exit ticket and throw away your trash **on your way out of the door.** The **only** two reasons where you can get up from your seat before the bell is so you can return a pen/pencil of mine or so you can put your binder in the approved locker. However, once you return my pen/pencil and your binder is in your locker, you must return to your seat until the bell rings.

*Done the exit ticket and waiting for the bell to ring? Clean up your materials, pick up all the trash around you (even if it’s not yours!), chat quietly with a friend, or even study some vocabulary!*

* + If you are not meeting the expectations for academic excellence, if you are disturbing the classroom culture of excellence, or you are not prepared for class, the consequences are as follows:
		- 1. You will receive a reflection sheet and a parent/guardian contact.
			2. If this attitude continues to persist, you will receive administrative referrals.

**Classroom Rules:**

* 1. **Do not talk when the teacher or other classmates are speaking.**
	2. **Follow directions the first time with the standard of academic excellence.**
	3. **Keep hands, feet, and objects to yourself.**
	4. **Practice respect, accept responsibility, and show kindness.**

 Breaking classroom rules will result in a reflection sheet, parent contact, and/or administrative referral at the teacher’s discretion.

**Phone and electronic policy**

This Spanish class is a **red-zone classroom**. There are studies that show that multi-tasking does not work. You instead switch your brain from one task to the other and block out the part that you are not focusing on. Our time in Spanish is precious and you will miss out on very important details/directions if you are focused on your phone.

Listening to music is also not permitted in this classroom. Instead, try to focus on listening to the Spanish pronunciation!

Occasionally, I will change the classroom into a green zone *for academic purposes*. However, even in the green zone, I reserve the right to the following consequences if you are using your electronics for a purpose other than directed.

Consequences for violating the phone and electronic policy:

* You will receive one visual or verbal warning.
* You will receive a reflection sheet and call home.
* If you continue to violate the phone and electronic policy, you will receive an administrative referral.

**Food and Drink Policy**

**Yes,** you are allowed to eat and drink in my classroom! In fact, it is a good idea to bring a bottle of water with you so you don’t need to use up a precious bathroom pass to go to the water fountain. We don’t want any hungry or thirsty students! But, there are mice and cockroaches lurking in the building and I don’t want to see them. I’m sure you don’t either! All trash and crumbs must be picked up from the floor and desk before leaving. Even if the trash isn’t yours, pick it up and do us all a favor!

Gum is not allowed in class. You need to be prepared to speak in Spanish at any moment and gum can hinder proper pronunciation. Plus, gum inevitably gets under desks and on the backs of chairs. What if you touched someone else’s dried gum or had to look at it every class? Yuck! Please, think of your peers and respect the classroom surfaces by not chewing gum in class.

*Speaking of bathroom pass…*

**Bathroom/hallway pass policy**

Every marking period, every student will receive a bathroom pass sheet with 3 spaces to use as passes to leave the classroom. Once you receive your bathroom pass for the marking period, **they are no longer my responsibility.** If you lose it, you lose your opportunity to leave the classroom in the marking period. However, if you do not use all of your passes by the end of the marking period, you may turn it in and receive 5 extra credit points per pass you did not use. Save these passes for emergencies because once they’re gone, there are only a few opportunities to earn an extra.

“How can I earn an extra?” you ask?

 You may earn **one** extra bathroom pass sheet (with 3 spaces for passes) for the entire school year by bringing in and donating a tissue box, a box of disinfecting wipes, or glue sticks (min. a 2 pack). This bathroom pass does not expire at the end of the marking period and does not transfer to extra credit.

 You may earn an extra single bathroom pass with zollars (Zondle dollars). The limit is explained on the zondle class rewards website.

What if it is an emergency and I do not have any bathroom passes?

 You mean, you didn’t save up your bathroom passes for emergencies? However, if it is a true emergency and you do not have any more bathroom passes, you may go to the bathroom quickly. In return for me being so thoughtful, you will stay after school with me that week for a minimum of 30 minutes (Tuesday or Thursday). If you fail to show up after school, you will be referred for a detention.

If you are on the no pass list (either my personal no pass list or the school’s), you will not be able to use your bathroom pass. If you have an emergency, you will need to be escorted by an administrator.

**Missing class and make-up work policy**

In Spanish, we move very quickly and what we learn one day will serve as a foundation for the next day and the rest of the year. If you miss a day, it is important that you learn what you missed promptly so you don’t become lost in class. I stay after on Tuesdays and Thursdays if I have prior notice, so please, if you fall behind due to absences (or any other reason), come and catch up with me!

If you have missed a class for any reason, you can find the assignments and papers you missed in the top drawer of the **file cabinet by the door**. They are marked by date and the last class is in the FRONT of the drawer and chronologically go back to the first class. During the first couple minutes of class, *when the warm up timer is going*, you **must** go to the file cabinet to pick up the missing papers. This follows the standard of being prepared under academic excellence.

The following is the school policy: “Following an excused absence, the student will be allowed to make up work missed, to take tests that were missed, and to submit any assignments that became due during the absence. The time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absences. A teacher may extend the time for making up work missed if the specific circumstances of the situation merit such action. The responsibility for arranging make-up work and turning in assignments rests with the student.”

I follow this policy with the exemption that I give you slightly more time to make up assignments (not extra time for quizzes or tests). How long do you have if you have an excused absence? See below:

If you had an excused absence:

* + For assignments, you have until the next interim or end of marking period (whichever comes first) to turn in the assignment.
	+ For assessments, you have until the next Tuesday or Thursday after school (whichever comes first) to make up the assessment for full credit.
		- * Assessments must be taken after school (Tuesdays or Thursdays). If you cannot make it to a time after school due to reasonable excuses, and you have an excused absence for the assessment, you may arrange an alternative time with me to take the missed quiz or test
	+ Exit tickets will be excused and you do not need to make them up.

If you have an unexcused absence:

* + For assignments, you have until the next interim or end of marking period to turn in the assignment. The assignment will be graded as a 70% maximum (But hey, that’s much better than a 0!)
	+ For assessments, you have until the next Tuesday or Thursday after school (whichever comes first) to make up the assessment for full credit. If you do not come in to make up the assessment in that time period, you have until the next interim or marking period to make up the assessment for a maximum 70% grade.
	+ Exit tickets cannot be made up and you will receive a 0 for that grade.

If you are in class, but have missing work:

* + For assignments, you have until the next interim or end of marking period to turn in the assignment. The assignment will be graded as a 70% maximum (But still much better than a 0!)
	+ Exit tickets cannot be made up and you will receive a 0 for that grade. So make sure you turn them in on your way out and ***put your name on them***!!

**Homework policy**

For every class, there will be homework assigned through Schoology, unless otherwise stated. You will receive an accuracy grade for your homework so do your best; however, you may do the homework as many times as you want until you get a grade you are happy with.

The schoology homework is due before school starts on the day of your next class. So, for example, if we have class on a Monday, the schoology homework will be due before school on Wednesday.

You may earn homework passes through Zollars (Zondle points) which excuse you from a missing homework assignment. It’s a good idea to earn a couple homework passes at the beginning so that if the internet fails for some reason or that if you have a lot going on at home or with sports, you will have the homework pass to use.

**Quiz and test re-takes:**

If you get a C or lower on a quiz, you may stay after school on a Tuesday or Thursday to fill out a “quiz correction sheet.” If you do so, you can recover up to half of the points that you missed. For example, if you had a 60 on a quiz and complete the correction sheet completely and accurately on the next Tuesday or Thursday after class, you can bring that quiz grade up to an 80%.

If you fail a test, you may stay after school on the next Tuesday or Thursday to re-take the test. For example, if I post the grades for the test on Friday, you must stay after on Thursday to re-take the test if you had failed it.

You may do this as many times as you need to until you pass the test. For example, if you then fail the make-up test on Tuesday and I give you back your grade on Wednesday, you may re-take the test again on Thursday and so on until you pass.

**Dress code policy:**

*Colonial Expectations for Student Dress*

Students are expected to adhere to personal cleanliness, neatness, and proper standards of dress and appearance. Dress and grooming that interferes with the educational process by drawing excessive attention will not be permitted. The following expectations are to be followed:

 • Mesh shirts, through which you can easily see, tank top shirts, tube tops, bare backs or midriffs, and short shorts are not appropriate.

 • Headwear, (hats, scarves, bandanas, caps, etc.) and sunglasses must not be worn in school.

 • Decals, slogans or sayings on clothing that contain reference to illegal or immoral behaviors or any type of profanity and/or racial slurs are not to be worn.

 • Shorts, skirts and dresses are to be of fingertip length and shirts are to have at least one-inch wide straps, no “spaghetti strap” shirts are permitted. Cleavage should be covered. Pants are to be worn around the waist. If there are any religious practices that involve student dress, we ask that you submit documentation to the school’s principal, as soon as possible, for his/her approval.

**Late to Class Policy:**

If you are late:

* Knock at the door and wait patiently for Srta. Ebbott to open the door when she is available.
* If you do not have a pass, sign in on the “estás tarde” sheet with your name, period, and time.
* The 2nd late you receive will warrant a call home.
* The 3rd time you are late, administrative action will be taken.