

Ms. Angelica Voigt
Rm. 19

Spanish 2
Book-\$65.00

¡Así se dice! / Spanish 2/ McGraw-Hill

Course Description:

This course is designed to review and expand upon Spanish grammar & vocabulary acquisition in the first year of study. Class instruction will focus on listening skills as well as conversational skills at the intermediate level. Much instruction will be given in Spanish and students are expected to use the target language daily.

Class Supplies:

3 ring binder 2" or larger	Blue or Black ink pens ONLY
College ruled loose leaf paper (no spiral paper)	Spanish/English dictionary
5 or 6 notebook dividers	# 2 pencils
3X5 index cards (optional but highly recommended)	Highlighters

Class Rules:

**Be Honest
Be On Time
Participate**

**Be Prepared
Be Respectful
Be Responsible**

****Donations of tissue, germ-x, cleaning wipes, to keep us healthy, would be greatly appreciated.

Consequences for breaking the rules:

1. Verbal Reprimand/ Written Warning Record
2. Punitive Action and/ or Parent contact
3. Office Referral

Absences & Makeup Work

In the event a student is absent from class it will be the student's responsibility to find out what assignments they have missed. Most assignments are posted in the Google Classroom, online. However, there are handouts from time to time. Located on the back wall of the classroom is the student station. On this table you will find colored folders labeled by class periods. Inside the folders you can find any handouts that may have been given during your absence. Makeup work in the form of a handout should be turned in to the box labeled "Makeup Work". The cart housing this box is found in the front of the class beside the door. Otherwise all assignments should be turned in on Google Classroom. According to Peabody High School Policy students have the same number of days as the absence plus one to turn in makeup work. However, if work/projects were assigned before the absence they are due the day the student returns. All tests and quizzes announced before an absence will be taken on the day of return. Please make sure all assignments are taken care of in this time frame.
NO LATE WORK WILL BE ACCEPTED!!

Grades

The final grade is percentage based and consists of two parts:
PART 1--Class Grade, an average of (30% tests/quizzes & 70% hw/daily grades) and
PART 2—Final Exam.

These (2) parts are averaged together (Class Grade 85% & Final Exam 15%) for the final class grade.

** Please also note—all chapter tests may be retaken once. The higher score remains in the gradebook. All retakes are given after school during tutoring (Mon/Thur 3-5 p.m.) unless otherwise announced.

Students (and parents) can check their progress in this class by logging on to the school's portal site. Log-in and password information can be obtained through the front office. Grades are updated weekly. An official school progress report will be sent home twice during the grading period (approximately every nine weeks.) These progress reports should be signed by a parent and returned to school **within 3 days**.

Exam Exemptions—any students who meets the following criteria may be exempt from the final exam:

- 1—**A** Class grade with no more than 5 absences.
- 2—**B** Class Grade with no more than 4 absences.
- 3—**C** Class Grade with no more than 3 absences.

**** Please note that three (3) tardies equal 1 unexcused absence.**

****According to TSSD school board policy, any student who misses 8 or more days must pass the final exam to gain credit for the course**

A note about homework—Homework is frequent as is to be expected in any foreign language class. Students are expected to review their notes/vocabulary nightly. In the case of written assignments, they will be graded on effort not accuracy. Class time is not used to collect these assignments. They are to be turned in **before** the class bell rings. Students should place their work in the basket located on top of the rolling cart by the front door. ***Late work will only be accepted if the student comes after school for tutoring to turn in the missing assignment. A minimum penalty of 10 minutes will be assessed.

STUDENTS HAVE ONE WEEK TO COMPLY WITH THIS LATE POLICY OR THE GRADE WILL BE RECORDED AS A ZERO!

***Assignment Calendars are given for each month. Students should record on the calendar: tests, quizzes and projects as announced. Each student is expected to be familiar with the dates and be ready for whatever task scheduled.

Class Procedures:

- Students must check their school email and Google Classroom, frequently, for announcements and assignments.
- Students are required to join and check the class Remind group messages.
- Cell Phones are strictly prohibited. They may not make their presence known by either sounding or being in view. If not, they will be collected and given to the office upon the first violation.
- Absolutely NO food or drink is allowed in the classroom! (Exception- bottled water)
- Enter & leave the room like ladies and gentlemen. **QUIETLY-NO HORSEPLAYING!**
- Be in your seat and ready to work when the bell rings. **If not, you will be counted tardy!** Bell ringer activities are on the board -Begin working upon entering the class.

- If a student is tardy, they must sign the tardy sheet and put his/her note in the basket. **Having a note does not excuse a student from being tardy!!!!**
- Students are to remain in their seats at **all** times during class.
- Refrain from talking, raise your hand and wait to be called on.
- Pay attention to all instructions given by the teacher.
- **Talking**, cheating, or distracting others during tests/quizzes will result in a **ZERO**.
- The teacher will dismiss the class **NOT** the bell. No packing up early!
- Remain on task the entire time. **There is no FREE time!** Be resourceful if you finish a task before others—study, read ahead, check for errors etcetera.
- When announcements are made over the intercom **-Become quiet and pay attention!**
- No sleeping in class. This includes putting your head down.
- **NO** hall passes will be given unless the teacher deems it an extreme necessity. This includes trips to the bathroom, your locker, or the nurse. --- In the case of an emergency, the teacher reserves the right to record a tardy for missed instruction time.
- Students will be cooperative during all safety drills. Students are not allowed to talk or mingle with other classes!! **Any infraction of this policy will result in an automatic office referral.**
- When working in small groups or with a partner—move **quickly** and **quietly/pick up your desk**, do not drag it/ have a **positive** and **cooperative attitude** and keep on task.
- Students should include the following information in the heading of their papers: **Name** (first and last), **Assignment**, **Date**, **Class** and the **Period**.

NO NAME = NO GRADE

Thank you in advance for your cooperation. I look forward to a very positive and productive year with you. Please feel free to contact me at school 855-2601 or by email angelica.voigt@trentonssd.org if you have any questions or concerns.

Sincerely, Ms. Voigt

I have received, read and understand Ms. Voigt's class rules and procedures. I agree to cooperate with Ms. Voigt by following these rules in effort to maintain a safe and productive learning environment.

Student: _____

Date: _____

*** Please Print Name: _____

Parent/Guardian: _____

Date: _____

*** Please Print Name: _____

Student Class Period _____