

## Reglas de la clase

Troy High School

Room 325

Señora Sandra Menna

(714) 626-4528

[smenna@fjuhsd.k12.ca.us](mailto:smenna@fjuhsd.k12.ca.us)

### Course Outline and Goals

The Spanish 3 (International Baccalaureate Standard level) course is aligned with the National Standards (Communication, Connections, Communities, Comparisons and Cultures) and State framework. It is also designed to further develop the four basic communication skills: listening, speaking, reading and writing. These will enable the student to communicate and understand the target language outside of the classroom and with native speakers of this language. With that in mind, the class will be conducted in Spanish and students will be expected to participate in class activities extensively. It is highly suggested that students start now to prepare themselves for this rigorous yet rewarding experience of learning the Spanish language. It will be a rewarding experience if they are willing to put forth the time and effort required. If a student gets behind in the beginning, they will probably remain behind and find the material too difficult. Students should keep current with their studies and I would suggest to get to know the other students in the class to establish a study-buddy as to keep current with their studies. There are student tutoring programs available on campus so students should sign up at the beginning of the semester so that they can attain a better understanding of the course.

With regards to student presentations to the class live or recorded, they should be appropriate by the teacher's standards. These standards are aligned with the district's guidelines to ensure student safety.

It is also the goal of this course to create a greater awareness of the Spanish/Latin culture and history.

At this point I wish to personally welcome each one of you to the Spanish III class and hope that you have a successful year.

**¡Bienvenidos!**

**Textbook:**

**¡En español!** (nivel 3)

Student Workbook/Lab Manual

Literary works, poems and other selections by various authors in Spanish.

**Sequence of the Course**

**First Semester:** Units 1 & 2

**Second Semester:** Units 3 & 4

Two and ½ weeks are generally allotted for each chapter. One end of the chapter test and anywhere from one to three quizzes are given per chapter. There are two semester finals. One is given in January that covers units 1 & 2 and the other is given in June that covers units 3 & 4. Oral participation is very important. A daily participation chart is maintained and recorded. The oral IB test is given in March and the written test is given in May.

### Homework and Class Assignments

1. All papers turned in must include name, date, and class period in Spanish.  
Example: Jim Smith  
20 de septiembre de 20XX  
Hora 1
2. Assignments are due on the day assigned for full credit. Failure to complete work results in zero credit. **No make up work is accepted unless authorized by the teacher.**
1. Students must take responsibility to find out about all missing work due to an absence from class. Students must find out about missing work within one day of an absence or accept a zero for the missing work (assignments, quizzes and tests). Ask a classmate or check the homework log for missed assignments. **If the absence is unexcused no work may be made up. Make up quizzes and tests are done the day the student comes to class.**
3. Expect to have homework five nights a week. You should be able to complete these assignments within 30-45 minutes. Homework is corrected and checked daily. Please do not wait until you are totally lost, there are student tutors available to help you.

## Materials/Textbook Expectations

1. Students are to bring the textbook to class each day. The textbook **must** have a cover.
2. Students who damage or lose a book/workbook will be required to pay for the book/workbook.
3. Students are to bring the text, binder, lined paper, pen and a #2 pencil everyday to class. It is also suggested that students also bring a Spanish/English dictionary.
4. Student's work should be kept in a binder.  
**Do not throw anything away!**

## Grading Policy

It is based on the point system. A cumulative point system based on the student's quizzes (35%), tests (30%), oral participation (15%), projects (15%), class work and homework (5%). Grades are **not** round up. These points will then be translated to a letter grade at the end of each quarter and after the 2nd quarter and 4th quarter into a semester grade. The final scale that is used is as follows:

100% - 97% = A+
96% - 93% = A
92% - 90% = A-
89% - 87% = B+
86% - 83% = B
82% - 80% = B-
79% - 77% = C+
76% - 73% = C
72% - 70% = C-
69% - 67% = D+
66% - 63% = D
62% - 60% = D-
59% - 00% = F

A few days after the student has taken a major test, turned in their homework packet, and has nothing to make up, he/she will receive a small computer print out showing the grade earned. The grade will include all work that has been done up to that point.

## Citizenship and Work Habits

1. Be there, be on time, and be prepared to speak Spanish!
2. Maintain a **POSITIVE ATTITUDE**.
3. **Turn off your cell phones and other electronic devices!** It interferes with the learning process. Possible loss of unit and participation points will be the consequence.
4. All non-class related business is to be taken care of before or after class.
5. The individual student, without outside help, must do all work (written and oral) unless authorized by the teacher. **CHEATING WILL NOT BE TOLERATED.**
6. If a student chooses to break a rule: **LOSS of Participation Points and .....**  
First consequence: Verbal warning  
Second consequence: Detention assigned  
Third consequence: Parent called  
**SEVERE DISRUPTION: REFERRED TO OFFICE WITH POSSIBLE REMOVAL FROM CLASS**

## Attendance and Tardies

1. A student is tardy if he/she is not **in** their seat when the bell rings and must sign tardy chart.
2. School policy requires a detention for tardies. Tardies lower participation grade.
3. A student has a maximum of three days to clear an absence; after that it becomes a cut. Cutting class will lower your participation grade and grade given for any test, quiz or project due that day will be a zero.
4. **THREE CUTS = LOSS OF ONE UNIT.**
5. Daily attendance is very important because oral participation points are earned daily and are to be made up on the day the student returns to school. **Lost points will greatly affect your grade.** Long illnesses, emergencies and long absences **must** be discussed with the teacher.

Español 3 (IB Standard level)

Sra. Menna

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It is in your son's / daughter's best interest to abide by the class rules so that he/she can have a successful academic year.

Please review this information, sign and detach this last page and have your son / daughter return it to class tomorrow. The first page of these class rules should be put in the front of their Spanish binder.

Sincerely,



Señora Menna  
Spanish Teacher

Dear Mrs. Menna:

I have read the Reglas de la clase (Class rules) for Spanish 3 (IB Standard level) and I understand its rules and policies.

Date: \_\_\_\_\_

Period: \_\_\_\_\_

\_\_\_\_\_  
Please print student's name

\_\_\_\_\_  
Student's signature

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

