This is being presented in English as your parents will be able to read it. You will be given another plan de estudios in Spanish for our coursework and the requirements.

Course Information -
Spanish will be spoken in class by both student and teacher. The course will focus on the curriculum as set forth by the World Languages Department of the Ann Arbor Public Schools. The purpose of this course is to educate the student in another language and culture. To be a productive member of a global society it is necessary to be knowledgeable. The focus will be on real life situations which one is most likely to encounter in life for example: banking, ordering food etc.,.

**Materials suggested:**

A large 3 ring binder with tab dividers  
A paperback Spanish/English dictionary  
1 red pen  
2 blue/black pens or 1 each color gel if possible  
Yellow highlighter  
2 pencils  
Glue stick  
Scissors (yes, there are left handed scissors out there)  
Loose leaf lined paper with 3 holes (NO SPIRAL NOTEBOOK PAPER)  
A box of crayons  
A box of colored pencils  
Index cards - 3 x 5  
Please have a pencil case that fits in the binder  
Small sock or rag for white-board erasing or a used dryer fabric sheet works too  
Dry erase marker in blue or black (odorless please as a courtesy to asthmatics)  
Pencil sharpener  
Ruler  
1 sharpie in a dark color  
1 paint brush, two canvas boards
Please let me know about any allergies, food or otherwise!

Classroom Procedures

No talking while I am talking or another student is presenting. Cell phones may be used during specific times that are related to the learning activity otherwise NO!!!!! You will be using cell phones every day in class by the way! No drinking or eating in class unless it is a group activity. Begin the warm-up indicated on board. Stay focused, be positive, engaged in the task at hand, voice level should be appropriate. NO PUT DOWNS OF ANY KIND OR LAUGHING IF SOMEONE TRIPS OR FALLS! You have to make mistakes in order to learn - you have to crawl before you can walk therefore lots of mistakes are encouraged!!

Teaching & Learning Philosophy - Finland 33 system -

Working with others in the classroom is key to mastery of subject matter. Collaboration and effort are key to success and both teacher and pupil will make every attempt possible for this to be a successful outcome. Spanish must be used as much as possible in the classroom. Project based learning will be utilized as an instructional approach for communication in the language. A safe, respectful environment in which to learn is key for everyone. I also utilize many hands-on activities accompanied by Spanish music to learn about culture in the Spanish speaking world.

Course Overview

Learning to listen, speak, read and write in the target language will be the main objective. Several concepts may be introduced as unique opportunities to master the language at age appropriate level of learning as per ACTFL standards.

Course Expectations & Policies

Students are expected to show respect for themselves and others, abide by the Student Handbook Policy, participate in class activities, work within both self selected and assigned groups, complete their homework assignments to the best of their ability, and on time, take notes in class, memorize, and / or create their own dialogues, complete other written and oral exercises and assignments, complete readings, and create and present projects.

NOTE ON PLAGIARISM AND INTERNET TRANSLATION

Plagiarism of any kind will not be tolerated. Please refer to the Ann Arbor Public Schools Student Handbook. Direct Internet translation is a form of cheating and will result in a grade of zero.

DISCIPLINE POLICY

Expectations: Students are expected to know and follow both the classroom rules and school rules. If these rules are broken, the following procedure will be implemented:

   Step 1: The student will be asked to call home and explain the problem.
Step 2: The student will go with a referral to the office.

*Behavior identified in the disciplinary rubric or severe misconduct will result in immediate referral to the office.

Absences: It is extremely important to finish assignments daily. If students happen to be absent it is their job to obtain the homework assignments they have missed. I advise you to have the phone number of a few classmates at your home. All missed assignments must be completed and given directly to the teacher for grading. Quizzes and tests given in the student’s absence should be made up upon the student’s return to school. The student is responsible for conferring with the teacher to arrange a make-up schedule for tests and quizzes. All assignments are posted on PowerSchool.

Late work: students are expected to complete and submit all assigned work, even if it is submitted late. Confer with your teacher to determine a deadline for completion.

- It is the student’s responsibility to report any outside factors that may prevent him/her from completing an assignment on time and make arrangements with the teacher to turn in the work later.
- Reasonable requests from students who communicate their unusual circumstances will be considered.
- The teacher has the right to waive the late penalty for circumstances immediately brought to his/her attention.

Incomplete Grades: A student receiving an incomplete for a grading period may be given additional time to convert the incomplete mark to an earned mark. If the student fails to complete the work necessary to receive a grade incomplete work will result in a failing grade.

Requirements for work submitted.

1. All work is required to be organized and legible.
2. All work must be done clearly and be labeled with name, date, hour and the name of the assignment.
3. Homework must be fully completed and ready before class and must be checked the day it is due. It is your responsibility to check your homework in case of an absence and to show it to your teacher for credit upon your return.
4. All homework will be checked and discussed during class. Students are strongly encouraged to ask questions.
Grading Policy for all World Language Courses at Ann Arbor Schools

1. Letter grades will be assigned in accordance with the Common Grading Scale (see below).

Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Range</th>
<th>4.0 GPA Scale</th>
<th>Honor Class 4.0 Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
<td>4.0</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>93 - 99</td>
<td>4.0</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92</td>
<td>3.67</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
<td>3.33</td>
<td>3.67</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
<td>3.00</td>
<td>3.33</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
<td>2.67</td>
<td>3</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
<td>2.33</td>
<td>2.67</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
<td>2.00</td>
<td>2.33</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
<td>1.67</td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
<td>1.33</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
<td>1.00</td>
<td>1.33</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62</td>
<td>0.67</td>
<td>1</td>
</tr>
<tr>
<td>E</td>
<td>59 - 0</td>
<td>0.0</td>
<td>0</td>
</tr>
</tbody>
</table>

Please detach and fill out this sheet, then return it to class.

I have read and discussed the course requirements with my son/daughter and understand the policies for this class. We agree to comply with these rules for the class and with their consequences. I understand there is NO extra credit.

(Parent/guardian signature)    (Date)

(Parent’s email address)    (Phone)

(Student name—print please)    (Phone)

(Student signature)    (Date)