

Disclosure Document
Vital Information for Spanish Classes 2017 - 2018

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Before you start reading, allow me to remind you that there are things you need to find in this document that will verify that you have read it. Please read carefully, follow any instructions you discover. Then sign the last page and turn it in to Srta. T. Think of it as a really annoying treasure hunt. The treasure is the points for completing the assignment and finding all the hidden instructions. Good luck!

Course Objectives: The purpose of this class is to learn Spanish with an emphasis on communication. We will also have the opportunity to learn about new people and cultures. In this class, we will not only study Spanish but also learn to understand and appreciate the people and cultures of the Spanish-speaking world. To achieve this objective we will need to abide by the following:

CLASSROOM GUIDELINES

1. **Speak Spanish in the classroom:** I will speak Spanish and you will be expected to speak in Spanish as well. Don't panic! You will be given the tools to communicate as we go along. This is the best way for you to learn to speak and understand the language. It will be a challenge right at first, but I know you can do it, and I will help you in any way I can to succeed. Speaking Spanish in the classroom is part of your participation grade.
2. **Respect others:** This includes the teacher as well as the other students. Respect their possessions, their opinions and their efforts. We will do a lot of fun activities in this class and I encourage you to relax, laugh and have fun, but laugh with each other and not at each other. I expect you to respect me as a teacher and I will show the same respect for you. If there is a behavioral problem, I will first talk with the student. If the problem is not resolved, I will inform the parents and if necessary, the administration.
3. **Participate:** You will be expected to participate in several aspects of the daily classroom routine including leading class activities, giving welcomes and other events we will learn as we go along. A large portion of your grade will be based on these class participation activities. We will sing lots of songs to help learn vocabulary, grammar, culture and pronunciation and I expect everyone to sing. (Trust me, it's fun!)
4. **Complete Homework Assignments:** Homework includes book exercises, reading assignments, projects, bienvenidas and additional assigned activities from class. They must be completed before class starts on the day they are due. I'm sorry, but I failed my ESP class in college and therefore will only know you did your homework if you actually turn it in. Please don't do homework and then leave it in your notebook, binder, under your bed, etc. Don't hand things in by putting them on my desk - they will disappear forever into a black hole. If you turned something in and it doesn't have a score - it may be because it didn't have a name or it needs to be redone. Come talk to me about it.
5. **Be There, Be Prepared:** We will begin class on time, and I expect you to be prepared with books, homework, pencils, snacks, bribes etc. when class starts. Bring everything you will need to class that day with you. You will be responsible for coming to class having read the assigned material and being ready to participate. More than 20 minutes tardy constitutes an absence. Coming to class "on time" and then asking to leave to get your books, homework, etc. is not acceptable. Please refer to the Lone Peak attendance policy - available on the school website.

6. **Attendance** Being in class every day is very important. It will be your responsibility to find out what work you missed if you are absent. Just because you have a good reason for being absent does not mean you are excused from the class work. Absences will not only cause you to miss instruction and fun, you will lose participation points. **PLEASE DON'T MISS CLASS!** Tardies will result in loss of participation points. There will be frequent quizzes given at the beginning of class - these cannot be made up. If there are unusual circumstances such as an extended illness, please let me know as soon as possible and we will work something out. Sending your clone to class in your place is acceptable as long as they take good notes. Write your clone's name under yours on the last page.

7. **Be Honest** Not doing your own work or taking credit for someone else's work is not acceptable. I know you are all capable of succeeding on your own and don't want you to undermine this ability by cheating. If there is a situation that needs to be corrected, I will give you the opportunity to do so. If you fail to correct the dishonest situation, you will not be given credit for the work. On tests and quizzes, you will receive a zero if you do not do your own work. Using computer translation, having a native level speaker, a friend or your dog do your homework is cheating.

8. **Have Fun** This is an important rule. I love Spanish and believe that if you will come to class excited to learn and prepared, you will learn to love it too. If you don't have fun, I will have to beat you with a stick until you do.

GRADING

94=A, 90=A-, 87=B+, 84=B, 80=B-, 77=C+, 74=C, 70=C-, 67=D+, 64=D, 60=D-, below 60 = F

Every student in this class can receive an A. You are all capable of it, and activities and assignments are designed to help you succeed and learn. Grades will be based on points in the following categories:

Participation: This includes class activities, pesos and speaking Spanish in the classroom. Points can be gained by participating in class discussions and activities and by being prepared each day with assignments and books. Points can be lost by non-attendance, lack of participation or preparation, throwing hand grenades at the teacher or displaying a negative attitude. Don't have homework for other classes out in my class. For an excused absence, you may make up points in the Tutor Lab within 1 week of the absence.

Homework: The assigned homework should be completed before class on the day it is due. After this time there will be a 10% deduction for each day it is late. If we correct an assignment during class and yours isn't done before we start correcting - you will receive ½ credit for it. No late work will be accepted after 10 school days beyond the due date. Exceptions can be made for special circumstances but these must be cleared within 2 days of the due date. I expect assignments to be completed thoroughly and carefully in order to receive full credit. For school excused absences there will be a 2-day grace period before point deductions. Work missed because of truancy cannot be made up. If your dog eats your homework, in order to get credit, bring me whatever portion you have left - and your dog. Please save returned homework until at least the end of the term in case of a discrepancy between my version of your grade and yours. Save tests and essays until the end of the year. **DO NOT DO HOMEWORK OR QUIZZES IN RED PEN or RED PENCIL!** (Or pink or yellow or orange or any other color that is friends with red.) Please put a frowny face in red pen on the signature page of this document.

Tests and Quizzes: There will be several tests per term. If you have an unexcused absence the day of a test, you will NOT be allowed to take it late - you will get a zero. For excused absences, you will be expected to take the test within 2 days of the original test date unless you make specific arrangements for special circumstances. Quizzes will be given almost every day and may be given spontaneously or without warning. **Quizzes CANNOT be made up.** If you have an excused absence, you may ask for a make-up assignment within 1 week. You can take a quiz early if you know you are going to be gone - please let me know ahead of time. Don't take quizzes or tests in red pen- you will get a zero.

Extra Credit: I do allow extra credit - but it will only be enough to help your grade, not save it. Specific information about extra credit is included on my website and posted in the classroom.

Grades: Grades will be updated every Friday - if you have questions or concerns about your grade, please come talk to me about it right away. You can access grades through Skyward on the internet. Please draw a large block image of the letter grade you want in this class on the bottom of the signature page. You can make it look artistic and cool if you want.

ADDITIONAL WORDS OF WISDOM

Electronic Devices: Please leave your iPods, cell phones, calculators, electronic surveillance devices, laser pens, iPads, remote control bomb shelter door openers, portable DVD players, headphones, tricorders, microchip emitters, etc. in your locker or buried so deeply in your backpack that I don't even suspect that you have them with you. If I see or hear them during my class - I will take them away. You can pick them up in the main office after school. **Do NOT text during my class.** Don't even have your phone out where I can see it.

Extra Help: If you don't understand something or feel like you are lost or confused, please come in and talk to me before school, after school or during lunch. I will occasionally hold official review sessions before and after school, but you are welcome to come in any time for extra help or to tell me your new favorite cow joke. In fact, I would love to give you some extra points if you share your favorite short joke with me on the back, not the front, of the signature page attached to this profound document.

Tutoring Lab: There is a tutoring lab available most days during lunch and after school. This is staffed by advanced students who can help with basic assignments. They are also a great source for practice and extra credit activities. You can make up participation points by coming to the lab. You can do one lab visit per term for extra credit without it counting against the extra credit point limit.

Computers and Fluent Speakers: When I give an assignment, it is because I want to see what YOU know and let YOU practice. Please do not use a computer translator. That is cheating and you will receive a zero on the assignment. If you know a native speaker - they can help you AFTER you have done everything you can do on your own. I know your work will not be perfect (yet) but I want it to be your work and not someone else's. You are welcome to use an online dictionary. Wordreference.com is the best one available. I highly recommend you use it to look up words and small phrases. Use your best ability to construct sentences, not a translation device. Don't provoke the wrath of la bruja by using a computer translator. In fact, use wordreference right now to look up three words for wrath in Spanish and write them all in the lower left corner of the last page.

Handwriting: I don't read hieroglyphics, runes, Eldarin or Sanskrit therefore, please complete your work for this class in LEGIBLE clear writing. Don't ever use red pen on quizzes, homework, tests or anything else you hand in. If I can't read it or it is in red, you will not get credit for it unless you redo it and take a late penalty. Show you understand this concept by putting an exclamation mark after your legibly written name on the last page of this document. Please double space homework when writing sentences or essays. If you choose to type your work, you are still responsible for including accents and appropriate Spanish punctuation marks. There is information on the website, or I have a handout you can use.

My Room: You are welcome in my room. You can eat, drink and be merry in my room, but clean up after yourself. Help yourself to a stuffed animal if you need a friend that day, but please put things back where you got them from before you leave class. I will usually allow you to leave to go to the bathroom or communicate with the aliens on the mother ship, but you MUST ask permission first. Don't ever, ever leave without me knowing where you are going. Don't cross the line of death, you will lose all that term's participation points.

Advisory Time

We will be using the first few minutes of each class period to review some of the concepts needed for that day's lesson. These will usually be concepts that were taught in previous Spanish classes. So if you slept through last year's class, lost all your language ability during your personality transplant this summer, or just never quite caught on to something, this is your big chance to fill in the gaps in your knowledge base. Most days, the concepts reviewed will be teacher-determined. However, I will maintain a "Scheduled Tangents" list in my room. This list is for you to request that certain items be reviewed. These requested items can be grammar points, cultural notes, vocabulary lists, suggestions on how to establish La Bruja as world dictator or other important items with which you would like my help. As the need arises, and as time permits, I will address the requested "Scheduled Tangent" items during the advisory time. Please begin the new Scheduled Tangent list by writing one thing to review on the back of the signature page.

Missing Class

If the fates should curse you and you have to miss class, please don't add to your misfortune by assuming that you didn't miss anything. Though occasionally we will sit and twiddle our thumbs waiting for you to come back to class, usually we will learn something every day. If you miss class, there are several ways to get the information: Talk to a friend and get a copy of their notes, check my website, come talk to me. Please make sure you find out what you missed as soon as possible. Don't wait until class is starting the day you come back. You need to allow yourself time to study if needed. When you miss class – in addition to marvelous life-changing wisdom, you miss out on participation points. To make them up you can go to the tutoring lab within 1 week of the absence. When you make up participation points, use the pink lab coupon that says "Makeup / Extra Credit" on the top. Circle "makeup", fill out all the information except for "# of Points" and turn it in to the regular homework box.

Foreign Language Fair: In April we will be attending the Foreign Language Fair at BYU. It will be held on Thursday, April 19th. This is not a required event - but it is **STRONGLY** recommended. There will be a number of projects during 4th term that can all be passed off at the Fair. The Fair is a lot of fun and a great opportunity to apply the Spanish you have been learning all year. You also have the chance to earn a large amount of extra credit points. If at all possible - plan on going.

Resolving Concerns: If you have questions or concerns about your grade, the professionalism of this document or anything connected with class, please come talk to me. If after you (the student) have talked to me, the problem is not resolved, please encourage your parents to call or email or come in and we can try to resolve the problem together. If **AFTER** these 2 steps you still feel unsatisfied with the situation, please feel free to contact the administration. Please do not skip the first 2 steps and go straight to the administration - come talk to me first.

If you need to contact me to discuss concerns please be courteous to other students by calling or coming in after school, not during school hours. Email is the best way to contact me (ktaylor@alpinedistrict.org) I check email daily. Parents, if you are still reading this, you can earn your child some more points by writing a two-word description of them on the line below your signature on the last page.

Señorita Taylor
Spanish

Student Name (printed legibly) _____ Class Period _____

Please sign and return this page after you and your parents have carefully read and pondered the marvelous wisdom contained in this disclosure document. Keep the first 4 pages of the document for your own records, reference, and leisure reading. Once you have signed this slip, I will hold you responsible for knowing what is contained in this document.

Reading the disclosure document and returning this signed page counts as an assignment.
Due Friday, September 8th.

I have carefully read this entire information document.

Student Signature _____ Date _____

I have carefully read this entire information document.

Parent/Guardian Signature _____ Date _____

Please read the first 4 pages then sign and return just this page by Friday, September 8th.