Keep this procedure sheet at the beginning of section 1.

1. Come to class prepared. Both books, notebook, pens, paper, red pens, planner. Keep a bookmark in each book. Nothing else should be on your desk. Use your planner to keep up with tests and other long-range assignments. The planner will also be used as a hall pass if you need to leave the room. No planner-no pass. Always bring something to read or a book from another class. Do not ask to go to your locker during class time. Do not bring pencils, markers, highlighters, scissors, stapler, paper clips, spiral bound notebooks, or rubber bands to class.

2. No loitering in the hall or doorway. When you enter the classroom, no talking.

3. Sit in your assigned seat. Never sit on a desk. Face the front, sit straight, feet on the floor. Do not get out of your desk without permission.

4. Begin the “Do Now” on the board. Copy "Apuntes de hoy" in your notebook in the assigned section. Study the vocabulary words and prepare a page in section two of your notebook.

Use the same page for the entire week. Three sections on each page. This paper will be turned in on Friday. Remove the page from your notebook. Do not tear-out the page.

5. Raise your hand and wait to be recognized.

6. Write or print neatly. Sloppy assignments will be redone. Label all papers, handouts, with your complete name and date in the upper right hand corner. You will be assigned an ID number. This number should be placed in the center-top of each page.

7. Follow classroom commands. These will be Spanish commands and will be presented the first few days of school.

**Concentration is critical. Pay attention. Listen. Focus.**

**For Class.** (2) pens, blue or black, (2) red pens, (2) textbooks,notebook, paper, planner

**Trash**. Keep it until the end of class and put it in the trash can as you leave.

**Kleenex**. You may leave your desk and get Kleenex. The box is on my desk.

**Hand sanitizer.** Only with my permission and only before or after class.

**Blinds, windows, AC units, Light switches.** Leave them alone unless you are directed to make a change.

**End of class procedure.** When the bell rings, don't move. I will dismiss you by row. Clean up around your desk as you are leaving.

**Restroom**. Take care of this before class. Unless there is an emergency, don't ask.

**Water.** Do not ask to get water. You can bring it to class. Plastic bottles only.

**Visitors**. Continue working. Do not speak unless you are spoken to. Do not make eye contact with visitors

**Testing.** Spelling/vocabulary tests will be given on Tuesday, Wednesday, Friday. I will call out the Spanish word, you will write it and the translation for the word or phrase. Any word or phrase from any chapter may be on the daily quiz. Friday will also include the Bible verse for the week. Use the assigned section in your notebook for study. Friday will also include the thought for the week and the character trait.

Regular tests are scheduled for Monday. Vocabulary, translation, Bible verses, character traits, thought for the week. BE PREPARED EVERY MONDAY. If Monday is a holiday, we will skip the test for that week.

If the test is printed, keep the paper face down until directed to begin. When you turn the paper over, put your full name and date in the upper right hand corner. Always use a blank sheet of paper to keep your answers covered.

Thought for the week will be presented on Monday. You will be responsible for this on test day. You should be able to write it and your impressions.

Character trait of the week with related Bible verse will be presented on Monday. Chapter and verse. Be prepared to write this on test days.

**Notebook.** Your notebook will count as a test grade and will be checked two times each quarter. Dates will be announced in advance.

Notebook order:

* 1. Daily work, worksheets
  2. Spelling/vocabulary tests
  3. Bible verses. Follow the exact format as presented in class.
  4. Thought for the week. Character Trait.
  5. Apuntes de Hoy.

In each section, place new material at the end of the section.

**Project:** A project will be dueeach nine weeks. The topics, format, due date, and grading rubric will be explained during the second week of school. This will count as a test grade.

**Daily homework:** study all vocabulary, weekly Bible verse, thought for the week, and character trait. Complete any written assignment. If homework was written it will be checked for a grade. Have written assignments on your desk and ready to be checked as soon as the bell rings.

**Daily/Weekly Points:** One point will be given for the following items:

\*\*Prepared and working when the tardy bell rings. Seated. Required materials. Working on “Do Now”. Sitting correctly. Stays seated.

\*\*Manners and Attitude. Polite. Does not complain.

\*\*Pays Attention. Knows what is going on. Knows the place. Alert.

\*\*Participation. Attempts to answer in individual and group work.

\*\*Works on Assignments. On task. Works until the end of the period. Uses time productively.

Points at the end of the week will be added together and converted to a weekly grade.

**Grades:** Weekly average: 25%

Tests (7), Notebook (2), Project (1): 35%

Spelling/Vocabulary: 20%

Daily Work : 20%

**Words we will not say.** Stupid. Retarded. Dumb. Shut-up. And this list may grow.

**Words we will** say. yes sir and no sir.

**Cell phones.** These are not to be powered-on during class time. I do not want to see or hear your phone. This is a school-wide policy.

**If you are absent**, check with me the day you return for daily Apuntes de hoy, worksheets, book assignments, and written work. I will keep this in a folder or spiral notebook for you to copy. You are responsible to check this and do the work.

If you will miss several days, let me know and I will email you the notes and assignments.

**Make-up tests** due to absence or school related event must be scheduled during lunch, before or after school.

**Emergency Procedures**

**Fire drill.** Close windows. Exit in single file. Leave everything. Turn off lights. Close and lock door. Go to designated area.

**Tornado drill.** Exit in single file. Leave everything. Turn off lights. Close and lock door. Go to designated area.

**Intruder alert.** Cover windows on door. Lower blinds. Desks against door. Stay as low as possible. Remain silent.

**HELP**. **I am available most days during the lunch period. All you have to do is ask. Before or after school times can also be arranged.**