



Classroom Policies & Procedures
Miss Tilley - Reservoir High School
Spanish 2, 3, & 4



¡Bienvenidos! Learning a foreign language is both an exciting and demanding venture. By working together and following classroom policies and procedures, we can ensure that this will be an enjoyable and productive year. Please carefully read each section of this sheet and keep it in your binder throughout the school year as a helpful guide.

CLASS PREPARATION

I have found that a 3-ring binder is best for keeping papers organized. Below is a useful way to organize yourself for class:

Binder divided into 8 sections:

- | | |
|----------------|---------------------|
| 1. Repasitos | 5. Trabajo de Clase |
| 2. Vocabulario | 6. Tarea |
| 3. Gramática | 7. Exámenes |
| 4. Cultura | 8. Papelitos |

CLASSROOM BEHAVIOR

Students are expected to display proper classroom decorum at all times. This expectation includes but is not limited to the following rules of conduct:

1. Arrive on time & promptly start the warm-up.
2. Raise your hand to speak.
3. Respect all property: if it's not yours, don't touch it!
4. Speak respectfully to others.
5. Follow directions the first time they are given.
6. Listen politely to others: do not speak while another person is speaking.
7. Speak only in Spanish: unless given permission to speak in English.
8. Complete daily objective & assignments with your very best effort.
9. Accept consequences without arguing.
10. Enter & exit the classroom safely.

Consequences per quarter:

1st offense = warning

2nd offense = parent phone call & detention

3rd offense = parent-teacher-student conference

4th offense + = office referral & administrative conference

GRADING POLICY

The quarterly grade will be composed of class participation, homework, classwork, projects, and assessments. Students are provided a quarterly assignment sheet on which they will log every graded assignment. This sheet is collected for a grade at the end of each quarter.

Students should know their grade at all times during the quarter.

Howard County Public School System Grading Policy

89.5 - 100 = A

79.5 - 89.4 = B

69.5 - 79.4 = C

59.5 - 69.4 = D

0 - 59.4 = E

QUARTERLY ASSIGNMENT SHEETS & PROGRESS REPORTS

At the start of each quarter students receive an assignment sheet on which they log every graded assignment. Each time an assignment is returned, the students record the number, title, and point value of the assignment. Students are encouraged to periodically calculate their GPA ($\text{Points Earned} \div \text{Points Possible} = \text{GPA}$) in order to know their academic standing. In addition, parents are encouraged to review this sheet in order to know their child's progress. I will print a Progress Report for students twice a quarter (when Interims are sent home & the last day of the quarter). Progress Reports should be reviewed and signed by the parent/guardian and are collected for points. **Parents: Please review the assignment sheet with your child before contacting me about your child's progress. I encourage students to keep track of their own grades in order to encourage responsibility & preparation for college. I will be more than happy to discuss your child's grade with you and your child after you have both reviewed this sheet together. Thank you!**

CLASS PARTICIPATION

At the start of each quarter students receive 100 participation points. Throughout the quarter participation points are deducted for "off task" behavior. Off task behavior includes but is not limited to: sleeping, speaking when inappropriate (while another is speaking, during a video, etc), arriving to class late &/or unprepared, not completing an assignment during the allotted time given, violation of school/county policies during the class period. **Please note that students are not permitted to leave class to obtain materials during the lesson. I expect completed assignments to be brought to class...not left in a locker, bedroom, another classroom, etc.**

HOMEWORK

Homework is assigned daily and is expected to be thoroughly completed and brought to the next class meeting. Homework is graded upon **completion**, not accuracy. **Incomplete** work will earn **zero** credit. For example, if a worksheet has 10 questions and you have only answered 9 questions, the assignment is not complete & you earn zero points. If you have difficulty with an assignment, do the best you can and we will correct any misunderstandings in class. **Late homework will not earn credit** except in the case of a legal absence.

EXAMS & QUIZZES

Exams are usually **announced one week prior** to the examination date. Students will receive a review sheet to use as a study guide. Exams include true/false, multiple choice, and matching questions. Exams are Scantron-based and require students to bring a #2 pencil on the day of the exam. Unlike exams, **quizzes are not announced**. Students are expected to review vocabulary, grammar, and culture notes daily.

LATENESS

Students are expected to be in their seats beginning the warm-up and writing down their homework when the bell rings. Any student **entering the classroom or who is not seated in his/her assigned seat before the late bell begins to ring** will incur the consequences of the tardy policy: 3 unexcused tardies = 1 detention

Please note that it is the responsibility of the student to know the number of tardies he or she has incurred.

ATTENDANCE & MAKE-UP WORK

In an effort to prepare my students for higher education, I encourage students to have the phone number of several classmates and to call one to find out what was covered in class. Doing so is particularly helpful when assignments were completed via PowerPoint or from the textbook, which are assignments that cannot be placed in the Absent Center. Per HCPSS policy, students have **one day for each excused absent day** to make up their assignments. If the student does not submit the assignments within the appropriate number of days, he or she will earn a **zero**. Exams and quizzes are to be scheduled with the teacher. It is the student's responsibility to collect the assignments from the Absent Center.

I will not hunt you down - even for exams or quizzes!

ACADEMIC HONOR CODE

I expect students to complete assignments individually unless I specifically instruct students to work in pairs or groups. Work that has been copied or done "cooperatively" without my permission will result in a **zero for all parties involved**.

MISCELLANEOUS

No name = no points : assignments submitted without a name earn 0 points and are placed in the trash receptacle.

Miss Tilley's Contact Information:

Email: **btalley@hcpss.org**

Webpage: **<http://teacherweb.com/md/reservoirhighschool/tilley>** (see handout for details)

Phone: **410.888.8850**

Miss Tilley's Office Hours: Tuesday - Friday 2:15 - 2:40