

2015-2016

**SPANISH 1/2 CLASSROOM MANAGEMENT PLAN**

F 107/512-594-0693 [telma.ramirez@pfisd.net](mailto:telma.ramirez@pfisd.net)

**\*Note: Student emails must CC a parent or guardian in order to receive a reply.**



**GUIDELINES FOR SUCCESS**

- ❖ Be responsible
- ❖ Always try
- ❖ Do your best
- ❖ Cooperate with others
- ❖ Treat everyone with respect (including yourself)

**CLASSROOM PROCEDURES, POLICIES AND EXPECTATIONS**

**Entering the classroom**

- ❖ Go directly to the filing cabinet grab your journal, and go to your desk.
- ❖ Take out your pen and start working on your warm-up on the screen.
- ❖ **Turn OFF (not silent) your electronic device.**
- ❖ **No food, drinks, or gum is allowed.**

**When you are tardy**

- ❖ **Tardy policy will be enforced.**
- ❖ Go directly to the tardy assigned seat.

**Taking Attendance:**

- ❖ Attendance will be taken at the beginning of the period.
- ❖ Student must be inside the classroom, and in your seat.
- ❖ You will receive an **unexcused absence** after **15** minutes.

**Grading Policy**

- ❖ 70% of a student's grade will be based on Summative Major Assessments (Tests/Projects/Quizzes, etc.).
- ❖ 30% of a student's grade will be based on Formative Minor Assessments (Daily work, Composition Book, Independent Practice, Presentation, Participation- "pesos" etc.).

**Tutorial time**

- ❖ **Tuesday/Thursday 8:05-8:35 A.M. and 4:20-4:50 P.M.**

## FOCUS FOR THE YEAR- PROFICIENCY

### Remind 101

- ❖ You can sign up for this app which allows me to text you information related to this class and/or school. It is confidential on both sides. I will not be able to see your info, and you will not be able to see mine. **Parents are also welcome and encouraged to sign up.**

Text: to 81010

Spanish 1: @85005f

Spanish 2: @85005fa

### Projects

- ❖ If a student is absent on a day a project is due, the project is expected to be turned the very day the student returns—there will be no extensions. Students are aware of due dates in advance and are given constant reminders. Plan wisely to avoid any unexpected circumstances that may impact your ability to complete and turn in your projects on time.

### Absent from class/ missing work system

- ❖ **Students who are absent are responsible for finding out and getting what they missed before or after school or in tutorials, NOT DURING CLASS.** 1-3 days absent, you have 3 school days to make up. 4-5 days absent you have 5 days to make up. 6 days or more, special arrangements made with teacher. If a student is absent on the day a project is due and the due date has been posted in advance, the project is STILL expected on the day the student returns to class. It is considered late otherwise. Tests/quizzes will be made up/re-tested **in tutorials** before or after school. Please see district late policy in handbook.

### Retests

- ❖ If students earn a below passing grade on a major assessment, they have **one opportunity** to retest **with completion of reteach work**, within (5) class days of the due date/receiving the assessment back, **On major tests**, students must have completed the following requirements in order to be eligible for a retest:
  - ❖ Complete the entire study guide/test review in the INB
  - ❖ Complete all missing/make up work in the INB (notes, homework, and vocab)
  - ❖ Complete corrections on the first assessment—bring to tutorials on retest day.
  - ❖ Retests must be completed within 5 school days of receiving the first graded assessment during tutorials.

**Note: Retest will not be the same assessment as the first one.** These are a combination of written and short answer and essay questions. **On quizzes**, student must provide sufficient evidence of note taking from unit, written definitions of all unit vocab words, and 2-3 sentence summaries of all essential questions from the unit. **Note: Requiz/rewrite will not be the same assessment as the first one.**

### Procedures for assigning class work and homework:

- ❖ All assignments will be written on the board each day.
- ❖ You must read and complete assignment.
- ❖ Each student will be responsible when using classroom sets (textbooks, conjugation books, handouts, dictionaries, novels, and etc.) **You** are responsible to return all material in good condition. If there is any damage please notify teacher.

## FOCUS FOR THE YEAR- PROFICIENCY

### Procedures for collecting completed work, homework, and reports.

- ❖ All papers must be turned in at the time it is due. All work will be placed in a class folder.
- ❖ Each student will receive a three and six week progress report that will be issued by the school. It will include all current grades for all classes; at that time if a student is failing I will make parent contact.

### Passing out graded papers

- ❖ Graded papers will be returned within 2-4 days
- ❖ Keep all graded papers in a folder that will stay in **your** possession (folder of your choice).

### Supplies

- ❖ **Spanish 1 = Red color Composition Notebook**
- ❖ **Spanish 2= Blue color Composition Notebook**
- ❖ 2 Scotch Transparent Tapes (with or without dispenser)
- ❖ 1 Poly folder with prongs
- ❖ 6 blue and 6 black pens \*\*\*\*Only blue/black pen is allowed\*\*\*\*
- ❖ \*\*\*\*\*Community Supplies\*\*\*\*\*
- ❖ 2 boxes of tissues **Spanish 1**
- ❖ 1 box of markers and 1 box of colored pencils **Spanish 2**
- ❖ 1 pkg. of expo markers **Spanish 1**
- ❖ 1 box of crayons **Spanish2**

### Interactive Notebook

- ❖ Every student is required to have an interactive notebook (composition book **college**-ruled 100 sheets/200 pages) \*\*\*\*\*NO SPIRALS!\*\*\*\*
- ❖ The interactive notebook is **crucial** to instruction therefore students **must** have it at all times and will remain in the classroom in a file cabinet.

### Cellphone Policy

- ❖ **Phones are not to be VISIBLE or used at any time during class.** It does not matter whether the phone is on or off. Per school rules I will take up your phone and deliver the phone to the front office. **I must also write a referral for displaying/using a restricted electronic device.**
- ❖ If it is your decision not to surrender your phone, I will immediately refer you to the office for non-compliance. Referrals for non-compliance may result in ISS.
- ❖ Please do not ask me to waive the rules on your behalf. Until school policy changes, I am required to follow the previous procedure. **Next class period you are to put your electronic device on my desk.**
- ❖ **DO NOT ASK TO CHARGE YOUR CELL PHONE DURING CLASS!**

### Classroom Passes

- ❖ You will receive 6 passes per semester to go to the restroom or your locker. You may transfer your pass to another student (**only one student**) with my permission. This pass is your responsibility and it will not be replaced if lost.
- ❖ 2ndA and 2ndB periods only: Per school policy, you are not to leave class individually. I will supervise a group visit to the restroom or water fountain when needed. You may not visit your locker during this time. If you take longer than the time allotted, loss of privilege may occur.
- ❖ Passes to the nurse will be dealt with on a case-to-case basis. I always contact the nurse to confirm your arrival in the nurse's office.

## FOCUS FOR THE YEAR- PROFICIENCY

### “No man’s land”

- ❖ **My desk, its contents and computer stations are not open to students. There is sensitive information on the computer, or written materials, which are not meant for students.**

### Useful websites

- ❖ Señora Ramirez’s website: <http://mrsramirezspanishclass.weebly.com/>
- ❖ Spanish Proficiency Exercises: <http://www.laits.utexas.edu/spe/beg01.html>
- ❖ Quizlet: <https://quizlet.com/join/ExKVy9nU3>
- ❖ Study Spanish: <http://www.studyspanish.com/pronunciation/linking1.htm>

### Classroom Rules

- ❖ Arrive on time with **all materials**
- ❖ Keep hands, feet, and objects to yourself
- ❖ Respect others, self, and property
- ❖ **Do not use vulgar or offensive language**
- ❖ **Follow school rules**
- ❖ Write full name, date, period, and subject/page.

### Minor Infraction Consequences:

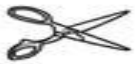
1. Clarification/Warning
2. Student/Teacher conference
3. Class detention/Call home
4. Student visit with grade level counselor
5. Parent conference
6. Referral to assistant principal

### End of class dismissal

- ❖ **Teacher** will dismiss the class, not the clock or the bell.
- ❖ All students **must be in their assigned seat** and the area around desk/work area must be clean.

### Leaving the classroom

- ❖ You must ask the teacher for permission to leave the classroom. You may not leave the **first** or **last** 15 minutes of class.



-----Please return to appropriate teacher-----

## SEÑORA RAMIREZ’S SPANISH I/II CLASSROOM MANAGEMENT PLAN

We have read and understand the policies and expectations of participation in **Señora Ramirez’s** Spanish1/Spanish2 (circle one)and agree to abide by the class rules.

Student Signature: \_\_\_\_\_

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

Parent/Guardian Phone Number: \_\_\_\_\_

**FOCUS FOR THE YEAR- PROFICIENCY**

Parent/Guardian E-mail Address:

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