SPANISH 5A—CLASS GUIDELINES

MATERIALS
• Please be sure that you have the following:
  • ¡Continuemos! 5th Edition (text)
  • Spanish Three Years (workbook)
  • Graded Spanish Reader, Primera Etapa
• I STRONGLY suggest that you buy a Spanish-English dictionary. It will be really helpful when writing compositions.

ATTENDANCE
• PUNCTUALITY IS VERY IMPORTANT! Frequent tardiness will be communicated to your parents and will affect your grade.
• The school attendance policy will be STRICTLY enforced. Please be sure to familiarize yourself with it. (It's in the handbook.)
• If you cut a class, you may NOT make up any quizzes or exams given on that day, and your score will be zero.

HOMEWORK
• Expect daily homework assignments (usually reading, grammar and some writing). They will be written on the board every day. Some assignments will be collected and graded; others will be reviewed in class
• Please use blue or black ink. I prefer that compositions be done on the computer; please hand in a hard copy on the day it is due.
• Take the time to look over corrected work and read my comments, especially on compositions.
• NO LATE ASSIGNMENTS WILL BE ACCEPTED unless due to an EXCUSED absence. It is YOUR responsibility to contact me or another student to find out any assignments you missed.
• Missed assignments must be made up as soon as possible, no later than one week after returning to school.

QUIZZES AND TESTS
• All tests will be announced well in advance.
• Quizzes are announced a day or two in advance. Expect at least one per week.
• Pop quizzes are unannounced. They will be given at my discretion. If I see that you are not coming to class well prepared, they will be given frequently.
• All tests will be collected and kept in my office. Quizzes, compositions and homework will be returned to you.

PARTICIPATION/PRONUNCIATION
• You are expected to participate fully in class.
• Participation/pronunciation grades are based on speaking ability and effort, punctuality, behavior, preparation for class, willingness to participate VOLUNTARILY in class activities.
• Lab activities (tech-based listening, speaking and research) will be monitored and graded.
BEHAVIOR
• You are expected to treat each other (and me) with respect and courtesy.
• NO food or drink are allowed in class. THIS INCLUDES GUM!
• No cell phones, i-Pods, etc. are allowed in class.
• Except in an emergency, you may not leave class without permission.

MAKING UP MISSED WORK
• NO late homework is accepted unless due to an EXCUSED absence.
• Homework must be made up as soon as possible, and no later than ONE WEEK after you return to school. After one week it will be counted as a zero.
• Quizzes and tests must be made up within 2 days after you return to school.
• Pop quizzes cannot be made up.
• If you miss a quiz or test due to a PRE-ARRANGED ABSENCE, you must meet with me BEFORE your absence to determine when you will make it up.

GRADING SCALE

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
</tr>
<tr>
<td>94-96</td>
<td>A</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
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<tr>
<td>87-89</td>
<td>B+</td>
</tr>
<tr>
<td>84-86</td>
<td>B</td>
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<tr>
<td>80-83</td>
<td>B-</td>
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<tr>
<td>77-79</td>
<td>C+</td>
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<td>74-76</td>
<td>C</td>
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<tr>
<td>70-73</td>
<td>C-</td>
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<tr>
<td>67-69</td>
<td>D+</td>
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<tr>
<td>60-63</td>
<td>D-</td>
</tr>
<tr>
<td>BELOW 60</td>
<td>F</td>
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</tbody>
</table>

Your grade will be calculated as follows:
- 40% - quizzes
- 25% - tests
- 20% - compositions
- 15% - class work, homework, participation/pronunciation etc.

EXTRA HELP
If you need extra help, please don’t hesitate to see me, especially before quizzes and tests or if your grade average falls below 75%. Of course, you’re ALWAYS welcome to come see me any time you have a question or concern.