SPANISH 3—CLASS GUIDELINES

MATERIALS
• Please be sure to bring the following to class EVERY DAY unless otherwise notified:
  • ¡Ven conmigo! Level 2 textbook
  • ¡Ven conmigo! Level 2 workbook
  • Momentos hispanos (reader)
  • I STRONGLY recommend that you purchase a Spanish-English dictionary.

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>
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<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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<tr>
<td>74-76</td>
<td>C</td>
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<tr>
<td>70-73</td>
<td>C-</td>
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<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:
- 25% - quizzes
- 25% - tests
- 10% - projects
- 20% - written work (homework, compositions, etc.)
- 20% - participation, pair work, lab work, 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.