SPANISH AP—CLASS GUIDELINES

MATERIALS
- Please be sure that you have the following:
  - *Una vez más* (grammar review)
  - *Triángulo* (AP Exam prep)
  - *Graded Spanish Reader* Segunda Etapa (readings)
  - 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
97-100 = A+  87-89 = B+  77-79 = C+  67-69 = D+
94-96 = A    84-86 = B    74-76 = C    64-66 = D
90-93 = A-   80-83 = B-   70-73 = C-   60-63 = D-

BELOW 60 = F

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.