

Foreign Language Guidelines
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Be a RARE student!

RESPECT yourself, your classmates, your teacher and the administration.

Be ACCOUNTABLE and responsible for all class requirements.

Take RESPONSIBILITY for your actions by not blaming someone else for your failures.

Put forth EFFORT by always trying your very best.

Be on Time!!

You are expected to be **in your seat and ready to work** when the bell rings. Your textbook and workbook should be on your desk with your homework out and ready to be passed in when I ask for it. You will not be told daily to do these things and you will be counted tardy when you are not ready to begin. If you miss a graded activity because of your tardy, you will not have an opportunity to make that up during class.

Define *tardy* in a foreign language class?

Cell Phones

When you walk into the foreign language classroom, drop your cellphone in the basket on the door or at my desk. If you are caught using your cell phone you will have the normal school detention and punishment from me. Use the basket - save yourself the risk of punishment.

Do pre-class activity

Each day, there will be a pre-class activity (bellringer/tocatimbre/touche timbre) on the overhead screen. You are to immediately get to work on the activity, even if it is only to study for the quiz or daily activity for that day. These will be collected at the end of the week, on one paper, for a grade. Don't waste time!!

These will also be posted on power school each week in the event of absences. You are responsible for doing them even if you are not here and they are due on Fridays each week when class begins. They may be e/mailed to me as long as I have them prior to Friday at 3:15 PM.

***When are you to work on bellringers?
How many sheets of paper are you to use to do them?***

Use Spanish/French!!

Our goal in this class is to have you become proficient in Spanish or French (at your level). Therefore, Spanish or French is to be used whenever possible. English should not be spoken when Spanish or French is known and can be used.

No other class materials

The study and/or homework of other subjects **will not be tolerated**. Any other coursework worked on in this class will be taken away and not returned until the end of the school day. If you finish a Spanish or French activity early, you may work on Spanish or French materials only unless you have special permission.

Why you can't work on other class material in foreign language classes?

Foods/Beverages

You may **NOT** eat or drink during Spanish or French class.
Chewing gum will result in detentions after one warning.

What happens when you have gum in this class?

Substitutes

When there is a substitute teacher, this person most likely will not know Spanish or French. At these times, it is imperative that every student cooperate with the substitute teacher as all work assigned will be collected at the end of the period. Manners and respect are of the utmost importance at these times, as your behavior is a reflection on me as well as on yourself.

How are you to behave when there is a substitute in the room?

Absences

If you will be absent for any excused reason of which you are aware in advance (field trips, athletic competitions, vacations, etc.), it is your responsibility to let me know in advance. Assignments due for the class missed are expected in advance or upon your return. ***It is your responsibility to inquire about classwork***, homework assignments or scheduled quizzes or tests from the missed class beforehand.

When you are absent from school due to illness or another excused reason, it will be necessary to obtain the assignments that you missed. Several ways to do this are:

- Calling a reliable classmate to inquire about the work
- Call me at school for the assignment (583-7428)

E-mail me for the assignment and I will answer you after 4PM

E-mail at home: k.gudde@sbcglobal.net

E-mail at school: kgudde@389ks.org

All worksheets or handouts distributed during your absence will be given to you upon your return.

E-mailing assignments is also an option.

How can you find out about assignments if you are gone?

Make-up Guidelines

Homework that was due on the day you are absent must be turned in immediately when you return.

If you are absent on the day before a test/quiz, you will take the test/quiz on the regularly scheduled day with the rest of the class.

If you are absent on the day of a scheduled test/quiz ***it is your responsibility*** to arrange a time with me to make it up within 3 days of your absence. Failure to do so will result in a zero for that quiz or test.

Make-ups will not be given during class time but can be arranged during seminar before school or after school.

Again, it is **YOUR** responsibility to come to me about make-up work. I will not be reminding you or hounding you about make-up homework or tests/quizzes. I will let you know what needs to be done upon your return and you must take the initiative

In a language class, there are many activities that must be done in class. Video tests, cassette/cd activities and song activities will have to be made up in the classroom.

How are you to make up work in this class? When will you make up work that must be done during this class?

Late papers

Late work will be accepted with the penalty attached of a detention at which time you may hand in the work and receive credit for it. We must still be on the unit that the assignment comes from in order to turn in late work. Work that is handed in prior to a detention being served will not be accepted. The late paper will be worth 50% of the original credit for the paper or assignment. This is with no exceptions. The grade will be recorded when the detention is served.

Describe the procedure for late work in your own words.

Extra Credit

Extra credit opportunities will be offered, though not frequently. When extra credit is offered, it will most likely NOT be towards the end of a grading period to boost grades.

In addition, any student with ANY grades of ZERO (or NHI) will be INELIGIBLE for any extra credit opportunities. These are generally always offered on my website. I will announce when there are opportunities available.

Discipline

When you are not following handbook and/or classroom rules and procedures, the following will be your consequences:

First offense//warning

Second offense//8th hour, call to parents

Third offense//8th hour, call to parents, referral to administration

Class Materials

Each student in Sra. Gudde's Spanish classes or Mme Gudde's French classes will need to bring the following to class each day:

Textbook and workbook

Folder

Blue or black ink pen OR pencil (**no other colored ink or pencils**)

Lined notebook paper

Homework

Student planner

Dry erase marker

What do I need to bring to class every day? What may I use to write?

Current Events

Every third Friday, you will be responsible for coming to class with a current events article from a printed source (magazine, newspaper, book, internet, etc. .) about a Spanish or French speaking area or country. You will have the same country for the entire course. You will come to class prepared to discuss this current event with the class and the summary completed on the handout. The first one for this year will be **September 18, 2009.**

What is your country? What is a current event, in your own words?

August 18, 2009

Dear Parents/Guardians,

A new school year has begun and I am very excited that your child is in my Foreign Language class!! Learning a second language is challenging, hard-work, and offers many rewards. This year your child will be learning.....

- a new vocabulary in Spanish or French;
- to put words in sentences and paragraphs (both orally and in writing);
- about the cultures and traditions that exist in the various countries where Spanish or French is spoken.

It is important to remember that learning a second language requires a lot of work. Your child will be expected to....

- do every assignment (homework, class work, projects, writing assignments, classroom requirements, etc.)
- study vocabulary for ten minutes daily (yes, outside of class)
- pay attention and focus in class
- cooperate and work with other students
- come to class prepared (book, workbook, pen, pencil, marker, assignment)

I am looking forward to this school year and to working with your child to learn something new and exciting. Please feel free to call me at school if you have any questions or want to discuss your child's progress with me. I will always try to return calls as soon as possible. The school phone number is 583-7428 and my home number is 583-6771. You may also contact me through e-mail at karengudde@yahoo.com or kgudde@389ks.org.

I look forward to meeting you at some time during the semester. With your support, I am sure your child will have a successful year!

Hasta pronto/à bientôt,

Karen Gudde

