

Arizona Collogo Prep Erle

Policies and Procedures for Spanish 1 2023-2024



Instructor: Mariana Oelschlager, MA

Room: D218

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Hours of Availability: Tuesdays 2:30 to 3:15; during Advisory with a pass or after school by appointment

Course Description

This course is an introduction to the language and culture of the Hispanic world. In Spanish 1, the student learns vocabulary and grammar through listening, speaking, reading, and writing. Emphasis is on listening, reading comprehension, and simple conversational skills through role-playing, skits, and other interactive methods. This class is not designed for native speakers.

Students will learn grammar, vocabulary, correct word order and sentence structure all while becoming familiar with Spanish culture.

Goals and Objectives

- Learn new vocabulary
- Build familiarity with grammar
- Gain confidence in speaking, writing, and listening in Spanish
- Interpret written Spanish
- Communicate in Spanish in real life situations
- Learn about understand cultural aspects of the target language

Grades

Quarter Grades

GRADING SCALE

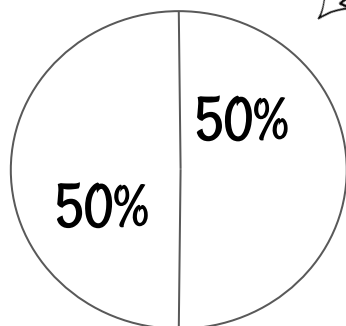
- A- 90-100%
- B- 80-89%
- C- 70-79%
- D- 60-69%
- F- Below 60%

Semester Grades

- 40% of Quarter 1 grade
- 40% of Quarter 2 grade
- 20% Final Test Grade - Finals are cumulative from both quarters

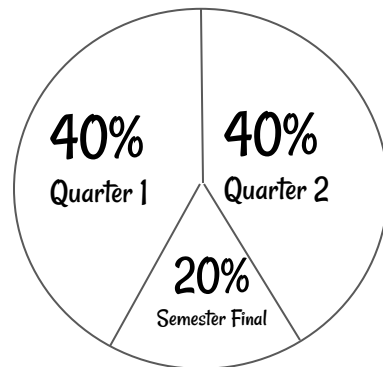
Assessments

- Quizzes
- Assessments (Test, Quizzes)
- Projects



Practice

- Campana
- Independent practice/HW
- Practice Activities
- In-class work
- Notes



Class Expectations

The PREP Way (School Wide Procedures)

- First 10 Minutes is Crucial (no passes the first 10 minutes of class)
- No Cell Phone Breaks (no cell phones when going to the restroom)
- No Pass, No Go (must have a pass to leave your class)
- Be on Time (enter class prior to the last bell, avoid excessive loitering)
- Dress for Success (follow the dress attire guidelines)

Classroom Rules

Passion

- Go above and beyond what is expected
- Take pride in what you do
- Participate positively

Relationships

- Be considerate of others
- Communicate
- Respect school property and resources
- Ensure everyone has the best opportunity to learn
- Follow directions the first time
- Use appropriate language, volume, and tone

Excellence

- Be engaged
- Be honest, do your own work
- Be on time
- Follow the dress code
- Be prepared and free from distractions
- Follow class rules
- Work to YOUR potential - not a translators

Purpose

- Keep trying even when it's difficult
- Set goals and strive to reach them
- Seek help when needed
- Organize and prioritize
- Develop your study skills

Follow [ACP policies and procedures as stated in the Handbook](#)



I will work directly with students to address any concerns when classroom expectations are not being met. Many times students will be asked to review classroom expectations and briefly reflect with me about what they were doing, what they should be doing, and what they will do differently in the future.

If a student's behavior becomes consistent and does not stop following consequences will occur:

- 1st offence - verbal warning reiterating the expectation
- 2nd occurrence - Teacher may choose to implement some strategies to redirect students such as moving seats, having a buddy teacher to send students to, etc
- 3rd occurrence - Written behavior reflection and mini conference with teacher
- 4th occurrence Parent Contact with written reflection attached possible consequences: Lunch Detention, In-school/Out-of school suspension
- 5th offense - Office Referral

Referrals function at Arizona College Prep High School primarily as a means for removing a student from a classroom for extreme misbehavior or persistent disruptive misbehavior. Or, as a means to communicate to administration that there's been egregious defiance to the student code of conduct with respect to the [CUSD student handbook](#). It's important to note that a referral serves as a last resort behavior intervention.

There are some extenuating circumstances that may call for an immediate escalated response. These will be handled at teacher discretion.

***Improper use of a translator in this class considered cheating* - See [ACP academic honor code](#)**

Translation: More than four consecutive words from a source other than the student themselves constitutes plagiarism. **(This includes the use of online translators.)** Copying another student's class work or homework is considered cheating. Any student caught copying or allowing a student to copy from them will have their paper taken, receive a temporary zero until an alternative assignment is completed, and receive an administrative referral. Any work using a translator or plagiarized will receive a zero. No redos will be available if students have cheated on an assignment. Cheating may result in a referral to administration. Translation policy may vary for some assignments. Policy will be communicated at time of assignment.

Grades (con't)

Student Grades: Student grades will be posted on the Infinite Campus website. To access directions for Infinite Campus, go to the ACP-E website, click on the "Parents and Students" tab at the top. On the directory, click "[Infinite Campus Parent or Student Portal](#)" or "[Student Grades](#)".

Extra Credit: Extra Credit opportunities are rare and may not be requested by students. If extra credit is offered, The assignment or grade category that the extra credit will benefit is at the teacher's discretion and will be stated in advance of the assignment.

Rounding of Grades: Semester grades that are borderline (.5-.9) will be rounded to the next letter grade provided the student has turned in **all work**- this includes all assigned homework and homework checkpoints, has come for extra help throughout the year, and has actively and positively participated in class. In the event of a 59.5-.9% and 69.5-.9%, the grade will not be rounded. Quarter grades are not rounded.

Grade Communication: Parents will primarily be made aware of student grades via Infinite Campus.

Assignments and Late Work

Students are expected to be active and engaged participants in class. Bring ALL materials to class – Campana (bell work), homework, notes, pencil, agenda, etc. Participation is an informal assessment that demonstrates student abilities and helps gauge mastery of the language. Being prepared is another component of participation. Students should be punctual, follow directions, stay focused on each task, and have no electronic devices in use unless asked to do so.

- Partial Credit may be earned for late work. An assignment may be turned in after the due date for half credit. Work expected to be completed during class time will not receive half credit.
- **Homework is checked for completion; students will receive points for completed homework and a 0 for incomplete homework. No late credit will be given for homework assignments.**
 - **NOTE-** I consider the work to be late if it is not turned in when it is called for in class, ***even if it is turned in the same day.*** Work is considered on time if it is ready the moment you walk through the door. Makeup work due to illness is not considered late within the allotted time frame.
- Some larger projects may have an extended late policy. If this is the case, the policy will be communicated on the project guidelines.

Attendance and Absences

Students are expected to attend class on time. Tardies (arriving after the bell) will be marked in Infinite Campus. ACP policies and procedures will be followed. Please communicate any planned or unplanned absences with Maestra Oelschlager. She will work with you on what was missed.

- Students should be proactive in **checking Google Classroom to see what is covered if class is missed BEFORE emailing Maestra Oelschlager. If Google classroom has not been updated or students need clarification they should check with classmates and/or email Maestra Oelschlager. Notes taken in class will be given to absent student via Google Classroom to copy in their notes.**
- Students have **1 school day** for each excused absence to make up work (classwork/homework) that was missed.
- With the understanding that students have many assignments to make up from an absence as well as other obligations to plan around, students will have **up to 7 days (this includes weekend days)** to make up tests or quizzes. Students will be expected to communicate with the teacher to set up a time to make up missing assessments.

Attendance and Absences (con't)

- A "o" will be entered for any graded assignment missed due to an absence to remind both the student and the teacher that it needs to be made up. Once the student has made up the assignment, the appropriate grade will be assigned in the gradebook.
- Long absences due to extended illness may be granted extensions- communicate your needs with the instructor and appropriate administrator.

Leaving Class

Please take care of restroom breaks during passing periods, at lunch, or before/after school. In an emergency, students will be permitted a quick pass to the restroom. Students are not permitted to take their cell phones to the bathroom. Please limit your out-of-class time; when you leave class you miss learning opportunities that cannot be made up. You will be held accountable for anything missed while out of the class.

- NOTE: Only one student at a time will be permitted out of class.
- NOTE: Students will not be permitted to use the restroom the first 15 minutes of class as this is a time used for attendance, class notices, work collection, final review, etc.

Technology Expectations

Students are expected use technology appropriately. In order for students to sue technology, one of two things must happen:

- Maestra Oelschlager has directed you to use technology **or**
- The student has asked for and been given permission by Maestra Oelschlager

When students are allowed to use technology, they are expected to use it **as directed by Maestra Oelschlager or for what they asked permission for.** The following actions will be taken if a student chooses not to follow technology expectations:

- 1st offense - verbal reminder
- 2nd offense - verbal reminder and lose phone for remainder of the class period
- 3rd offense - verbal reminder, lose phone for remainder of class, and parent email
- Any further offenses may result in a student losing phone privileges entirely during their assigned class period.

Students will be required to leave their cell phone by the front whiteboard anytime they leave the classroom to use the facilities.
