

Dear Students and Parents/Guardians,

I would like to take the opportunity to welcome your child back to school. I hope you had a restful summer.

I have reviewed the Spanish class policies with your son/daughter in class. I have asked that he/she bring to class a **spiral notebook and blue or black pens**.

Please contact me if you have any questions or concerns. You may call the school office at 737-0201. I am available from 7:45- 8:00am and after 2:50pm. You may also contact me at sveloz@peekskillschools.org. Please read these requirements with your son/daughter and sign in the appropriate space. Your son/daughter should keep this letter in his/her notebook.

Thank you. I look forward to meeting you in the future.

Sonia Veloz

Spanish Class Policies

1. **In Class: Be respectful.** No head coverings (Doo rags, hoods), electronic devices, food or drinks allowed in class. **Cell phones must be turned off in class and out of sight.**
2. **Attendance: Be responsible.** Unless you are ill you are expected to be in class everyday. Arrive to class on time. If you are late to class you must sign the late book and stay after school for detention. Your parents will also be contacted. Your grade will be affected since you are not in class for the work.
3. **Classwork:** As soon as you enter the class you are to work on the do-now exercise. Active participation will result in a higher grade. It is important that you volunteer answers, respond to questions and speak in the target language as much as possible.
4. **Notebook:** You must have a spiral notebook with a section for the do-now assignments, classwork and vocabulary and a section for homework. All worksheets must be placed in a Spanish folder.
5. **Heading:** All written work must be preceded by the following,
Me llamo (my name is) _____ Fecha (date) _____
6. **Homework: Be accountable.** Homework is an important part of language learning. It will help to practice what you have learned and it must be done carefully, neatly, and conscientiously. You will have homework at least 3 times a week unless I tell you otherwise. It must have the proper heading. Late homework will be accepted up to two days after it is due and points will be deducted. All assignments and work missed during an absence are to be made up within the next two days. Projects **will not** be accepted late unless you have an excused absence.
7. **Exams:** You will be told in advance of any exam. Expect a quiz every week and a full period test at the end of each chapter. You will also take quarterly exams, a midterm and a final exam. Spanish 3 classes will take the Speaking part of the Oneida Herkimer Madison Boces exam in May and the written part in June. This exam along with final exams count towards 10% of your final grade.
8. **Grading:** Your grade is composed of the following: 25% speaking, 25% listening, 25% reading and 25% writing.
9. **Passes:** You may use three passes per quarter unless it is an emergency. If you are late to class you may not use the pass.
10. **Practice:** The key to learning a foreign language is to practice it as much as possible. Practice speaking in class, while doing homework and practice listening in class to myself and to your classmates. We all learn from each other.

I wish you a happy and healthy school year. We have read and understood the course requirements.

Student's name (Please print)

Student's signature

Parent's Signature

Parent's e-mail address

