

Wow! Five or more years of Spanish. You are to be congratulated for perseverance and good decision making. This letter is just to help clarify the intent of this course, which has been billed as "AP". Most students who make it this far in Spanish do not actually take the AP test. Students who plan to attend most in-state colleges find that taking a placement test at their prospective college and taking at least one more semester of Spanish is far more lucrative. We also have the partnership with UW - Green Bay that allows students to earn up to 14 UW credits upon completion of this course.

All students should check with their college to find out what their retroactive policy is. This varies from college to college. Students who plan to go out of state to college are sometimes encouraged to take the AP test or find out ahead of time if that school has placement testing.

I do not *teach to the AP test* in Sigamos. Students need to understand that preparation for the Spanish AP exam does not happen in one semester. It is the culmination of four or five years of study. If your student wants to take the AP exam, extra work will have to be done outside of class. Those students are encouraged to purchase an AP test study guide. I am available for further help, as well.

### **Supplies:**

You need to have the following in class each day...

- \* textbook
- \* folder or binder
- \* a writing utensil
- \* 1 bottle of hand-sanitizer (due 1<sup>st</sup> week of class) to be left in the classroom
- \* workbook
- \* the completed assignment
- \* either loose leaf paper for taking notes or a notebook

### **Your grade:**

Every student will earn a grade for his/her achievement. Grades are based on the following:

#### **The Quarter Grades are Based On:**

70% = Summative Assessments  
30% = Benchmark Assessments  
0% = Formative Assessments

#### **Semester Grades:**

80% = Grade from Quarters 1 & 2  
20% = Semester Exam

The grading scale is as follows:

	A = 93 - 100	A- = 90 - 92.99
B+ = 87 - 89.99	B = 83 - 86.99	B- = 80 - 82.99
C+ = 77 - 79.99	C = 73 - 76.99	C- = 70 - 72.99
D+ = 67 - 69.99	D = 63 - 66.99	D- = 60 - 62.99

### **Formative Assessments:**

Homework will be assigned daily or as needed. As with other skills, learning a second language requires discipline, continual practice and exposure. Students should spend approximately 10-15 minutes a night practicing or reviewing materials.

Daily assignments will be checked or collected the following day. If they are checked, we will go over the assignment, and the students can earn oral participation points for sharing answers. It is the students' responsibility to correct mistakes and ask questions when we go over these assignments. Formative assessments are mandatory. If you do not complete a formative assessment, you will receive an academic detention until it is completed.

### **Benchmark Assessments:**

Benchmark assessments may include graded homework, class work, quizzes, small and larger group discussions journaling, debates, and oral participation.

If I collect an assignment, it will be graded. The students will be told ahead of time if I am going to collect an assignment. When I collect an assignment, 10% is deducted from the score of work that is late. If the assignment is not turned in when due, an academic detention will be given to complete the assignment.

Oral participation is of utmost importance in a language class. Speaking skills are further developed through paired activities. Students can build confidence by practicing their assignments out loud. Increasing class participation often improves performance on writing assignments, tests and quizzes. Participation is determined by the students' use of Spanish from the moment they walk into the classroom until they leave. Use of English is not accepted. Oral participation is assessed daily. At progress report time and at report card time, I will put the grade in the online grading program. Students are encourage to check their oral points as often as they'd like on their class' chart.

### **Summative Assessments:**

Summative assessments are used as a final measure of skills and concepts students have learned in a unit. Summative assessments may include tests, writing assignments, and projects. Summative assessments need to be the students' best effort the first time. Student should:

- see me for help before a summative assessment.
- show me rough draft for writing assignments and projects.
- ask questions.
- be ready for class.
- complete all formative and benchmark assignments on time.

Students cannot take a summative assessment until ALL formative and benchmark assessments are completed satisfactorily.

The following are the summative assessments for AP Sigamos:

- Letter/poem from AMOR unit
- Test - AMOR unit
- Test - PROVERBS
- Project - GRAMMAR POINTS
- Test - SUBJUNCTIVE forms
- Didactic story
- Test - SUBJUNCTIVE more forms and uses
- Final Project

### **Corrective Assessments:**

If a student receives a letter grade below a C- (under 73%) on a summative assessment, then the student is required to take a corrective assessment. The following general steps need to be taken for corrective assessments:

- Complete any missing formative work
- Complete review assignment(s)/responsibilities as assigned by the teacher
- Complete the corrective assessment at a teacher-determined scheduled date and time.

The grade the student receives on the corrective assessment will be the grade entered into the grade book for that summative assessment, regardless of whether the score is higher or lower than the original score.

### **Updating the Online Gradebook:**

I will try to update grades once a week. However, when I am correcting large assessments, it may take longer. I will always share the assessments with your child as soon as I can. Parents: ask your child how he or she did. Students: if you turn something in late, I will enter it as soon as I am able.

### **Cheating and Plagiarizing:**

Cheating is not allowed. If you cheat on any assessment, you will receive both academic and behavioral consequences. Plagiarizing (copying the work of another and turning it in as your own) is cheating. This includes copying from the Internet. Don't use online translators or computerized ones. I will be able to tell you've done so from the inaccuracies in the translation and the expressions/phrases used. Do not ask a friend, family member or even a tutor who knows Spanish to do your work. If grammar is used that you haven't learned, **you will not earn credit for that work**. I only expect work at the level you should be capable of.

### **Attendance**

Because this is a high level course, at times missing work will need to be made up after school with me to keep up with the coursework. An absence is an absence whether it is excused or not. Because much emphasis is placed on the oral function of language and this cannot be "made up" with written work, I require that Sigamos students be in class on a regular basis.

### **Absences:**

You should inform me of an anticipated class absence. It is then your responsibility to be prepared for the next class. The day you return from any absence, it is YOUR responsibility to:

- a.) show me the work we corrected in your absence,
- b.) see what you missed
- c.) to schedule quiz/ test makeup.

Failure to do so will result in less credit for the benchmark assessments.

### **Tardiness:**

You should be in your seat when the bell rings. I will give you one freebie tardy. After that you will owe me a 15 minute detention for all other tardies. If tardiness becomes a problem, I will write a referral to the office, and you will meet with a principal to discuss the problem.

**Electronic devices:**

Electronic devices should be turned off and put away during class, unless I invite you to use them for an activity.

**Rules**

The rules for my classroom are minimal. The key word is respect. Always show respect for other students, the teacher, yourself, and property. Any behavior that interrupts the learning process is unacceptable.

Parents: If you notice your child is struggling, please encourage him/her to work with me. I am available before and after school and during 1<sup>st</sup> and 5<sup>th</sup> hours 2nd semester. Additionally, feel free to call me at 376-5622 or e-mail me at [kguerra@grafton.k12.wi.us](mailto:kguerra@grafton.k12.wi.us) if you have questions, concerns, or comments.

I look forward to working with you and your child this semester!

Sincerely,

Kari Guerra