

September 2014

Dear Students and Parents/Guardians,

My **“nombre”** is Patricia Almanzar, and I am very **“contenta”**² to introduce myself as your student’s Spanish teacher this year. I have a strong background in **lingüísticas**,³ and my **“experiencia”**⁴ includes teaching Spanish to students from Pre-K to adults in both traditional and intensive language **“institutos.”**⁵

Learning Spanish is a valuable tool that will help your student in the **“futuro.”**⁶ I know you will help your student achieve that success by encouraging him/her to stay up-to-date with assignments and to seek additional help from me or from our foreign language tutors as needed. In the coming weeks, I hope to be able to post assignments online as a point of **“referencia.”**⁷

If you have any questions or concerns, I hope that you will not hesitate to contact me by **“teléfono”**⁸ (914) 721-2557 or by email (palmanzar@scarsdaleschools.org). Also, I am available during my office hours located in room 403 should you or your student wish to meet with me in **“persona.”**⁹ I look forward to getting to know you and your student in the next few months! **You will find a copy of the class policies and syllabus attached to this page (and also available online on my teacher page). Please sign and return the bottom portion of this sheet to indicate you have read the attached course requirements and discussed them with your student.**

“Sinceramente,”¹⁰

Patricia Almanzar

- | |
|------------------|
| 1. name |
| 2. content/happy |
| 3. linguistics |
| 4. experience |
| 5. institutes |
| 6. future |
| 7. reference |
| 8. telephone |
| 9. person |
| 10. Sincerely |



Please complete the bottom portion and have your parent/guardian sign this attesting that they have reviewed the class expectations sheet. ***please review the material for a “quiz.”**

***I have read the ATTACHED Class POLICIES and Syllabus and understand the policies described therei**

Parent/Guardian Signature: _____ Student Signature: _____ SID#: _____

PLEASE PRINT CLEARLY:

Student’s Name (print): _____ email: _____ best tel. #: _____

Mother’s Name (print): _____ email: _____ best tel. #: _____

Father’s Name (print): _____ email: _____ best tel. #: _____





Español 311

Sra. Almanzar



Oficina: 403

Teléfono: (914) 721-2400 ext.2557

E-mail: palmanzar@scarsdaleschools.org

***PLEASE REVIEW THE MATERIAL BECAUSE THERE WILL BE A "QUIZ."**

E – Expectativas (Expectations)

RULE #1: Make Señora Almanzar hap-"P"-y." You can do this by following the 5 "P's":

*P-reparado (materials)	*P-roductivo (classwork)	*P-articipar (2+ times/day)	*P-restar Atención (no talking)	*P-laticar 100% (en español)
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RULE #2: Make the right choice at the right time & in the right way. If you make a wrong choice, fix it.
(*Please be mindful that the school has a strict policy against all forms of cheating and bullying).

S – SID#s (Spanish ID #'s)

*You will be assigned a SID#; write it on **ALL** assignment/work that is turned in or materials you have.

P – Pólizas (Policies)

- 1) **Integrity** – Do **NOT** copy any homework, tests, projects, or online translations like Google Translate, etc. (www.wordreference.com is acceptable). Doing so will result in a 0 and a disappointed Sra. A. ☹
- 2) **Student Absences** – ***It is the student's responsibility to make arrangements to make up any work or exams.** 1) If a student is absent on the day of a test or a homework/project due date, he/she must turn it in or take it **on the day he/she returns to class OR before an anticipated absence, if possible.** 2) If a student has been absent for several days prior to an exam or deadline, he/she should see the teacher upon returning to make special arrangements. If more than a week passes after an excused absence, a **zero** will be assigned. 3) If a student cuts a class, a **zero** will be given a 0 for that day and any work due. 4) Please arrive on time. School policy states that every 3rd tardy will be treated as a cut.
- 3) **Teacher Absences** – If a teacher is absent, **ALL** students need to wait a minimum of 10 minutes after which they should send a representative to the 4th floor Language Office (415) to inquire before leaving.
- 4) **Leaving Class** – All requests should be done in Spanish. One person will be allowed to leave at a time for the bathroom, but please avoid making it a habit. Avoid leaving the room during quizzes/tests.
- 5) **Cell Phones** – Turned off and inside bag (not on desk or lap). During tests, they may be collected.

A – Asignaciones (Assignments)

Each marking period is 20% of the final grade and the final exam counts for the remaining 20%.

Marking period grades consist of the following:

- | | |
|------------------------------------|--|
| 1) Do Nows (daily homework review) | 3) Projects and Presentations (written and oral) |
| 2) Quizzes & Exams | 4) 5 P's (see above) |

N – Necesidades (Necessities)

- | | |
|------------------------------|---|
| 1) 13 pocket accordion file | 3) 2 dry erase markers |
| 2) A 2 plastic pocket folder | 4) A Spanish-English dictionary (left in class) |

⌚ – Oficina (Office Hours) – Rm 403

My office 403 is located at the end of the hall in Room. Please sign up in my appointment book in class! Also, a variety of free tutors are available to meet your needs during various times throughout the day; sign up at the other end of the hall in the **World Language Office (Room 415)**.

L – Lecciones (Lessons)

Spanish 311 is a basic language course that promotes the understanding of the Spanish language and culture. Emphasis will be on oral (speaking) and aural (listening) communication and basic conversation. A detailed list of topics to be covered is on the back.

Exploring Spanish (Spanish 311):

Capítulo 1: Los saludos y expresiones de cortesía (Greetings and expressions of courtesy)

Capítulo 2: Los objetos y los mandatos de la clase (School objects and commands)

Capítulo 3: Los números (Numbers)

Capítulo 4: La geografía (Geography)

Capítulo 5: La casa (House)

Capítulo 6: La familia (Family)

Capítulo 7: Los animales (Animals)

Capítulo 8: Las profesiones y los empleos (Occupations)

Capítulo 9: La comida (Food)

Capítulo 10: El arte (Art)

Capítulo 11: El cuerpo y la salud (Body and health)

Capítulo 12: La ropa (Clothing)

Capítulo 13: La hora y los colores (Time and colors)

Capítulo 14: La música (Music)

Capítulo 15: El tiempo y las estaciones (Weather and seasons)

Capítulo 16: Los días y los meses (Days and months)

Capítulo 17: La literatura (Literature)

Capítulo 18: El tiempo libre y diversiones (Leisure and recreation)

Capítulo 19: Las compras (Shopping)

Capítulo 20: Los viajes y los medios de transporte (Travel and transportation)

NOMBRE:

FECHA:

SID#:

NOTAS Y GUIA DE ESTUDIO: Expectativas/Reglas de la Clase

INSTRUCCIONES: Hay un examencito/prueba de 5 preguntas seleccionadas de estas Notas. (There will be a quiz on 5 selected questions from these Notes).

1. ¿Qué significa “E-S-P-A-Ñ-O-L”? (What does “E-S-P-A-Ñ-O-L” stand for?)

E –

S –

P –

A –

Ñ –

O –

L –

2. ¿Cuáles son las 2 Expectativas/Reglas de la Clase? (What are the 2 Class Expectations/Rules):

1.

2.

3. ¿Cuáles son los “5 P’s”? (What are the “5 P’s”):

1.

2.

3.

4.

5.

4. ¿Qué significa “número de SID? en inglés” (What does “SID#” mean in English?):

SID# =

5. ¿Qué materiales necesitas? (What materials do you need?)

1.

2.

3.

4.

6. ¿Dónde está la oficina de Sra. A? (Where is Sra. A’s office?)

7. ¿Dónde está la oficina de Lenguajes Mundiales? (Where is the World Language Office)?