

Procedures for Room 404

Immersion Classroom:

- Our class is taught in Spanish, and students may only speak in Spanish.
- Student use of English will result in a check. For EACH check at the end of the quarter, the final marking period average will be lowered one percentage point.
- Students may earn one point back at a time by speaking only Spanish for three days following the loss of the point(s). Remaining silent does not count toward the three days of Spanish speech.

PIN Number:

- Each student receives a number. This personal number (PIN) is to be written in the **top right-hand corner** of every assignment, homework, quiz, test, project and everything else in this class. Your PIN will also correspond to a textbook that stays in this classroom. That textbook matching your PIN is the only textbook you will ever use. At the end of class, textbooks must be stacked in the designated spots around the room.
- Each day, when you pick up the textbook matching your PIN, do this:
 - First, check the condition of your book. If it is damaged in any way, raise your hand quietly right away and report it, so that you are not held responsible for the damage.

Computer sessions and the daily cycle:

- Our school functions on a 5 day cycle. Students are given time for computer assignments according to their PIN numbers and the day of the cycle. You'll receive 15 to 20 minutes per session.
- Period 1 will take the laptops out of the cart and set them up at their places. They will be plugged in at those places so that they can be used all day.
- When your work session ends, **save all work and log off immediately. Do not shut down the computers.**
- Period 8, last session students will shut down the computers and return them to their correct shelves in the laptop cart. They must be plugged in to the power source. Students do this during the last 5 minutes of class.

Assignment Headings:

- You must write your PIN Number in the upper right corner
- You must write your full name on the next line
- You must write the date in Spanish: Example 'el cinco de mayo 2009'.
- You must write the period you have class in Spanish. Example 'Período cinco'.
- Writing must be legible.
- See the following example:

10
Rodney English
El veinticinco de diciembre
Período 1

Confusion Procedure:

- Don't panic.
- Identify your SPECIFIC question and write it down.
- Identify Spanish words that you don't know, look up their meanings and write them down.
- Consult your notes.
- Raise your hand quietly if you still have doubts.
- Be sure to show Mr. English your work in trying to solve your problem.

Absences:

When you are absent:

- Show admittance slip to teacher.
- Get the materials you missed from the website. They are organized by DATE.
- Find out the assignments from the website, classmates, and teacher.
- Make up all work ASAP.
- If you missed a test, schedule a make up time ASAP.
- Work that is not made up within **5 days** of your return to class becomes a zero, unless special consideration is given.

Tardies:

- Student signs Tardy Log immediately on entering the classroom.
- Student drops Tardy Slip or late pass into the box.
- 3 tardies is a school detention.

Responding to teacher's questions:

- Listen quietly to the question.
- Think of your response.

The teacher will call on students randomly. Please do not volunteer or raise your hand. Respond in Spanish unless otherwise indicated.

Independent Work:

- Remain in your assigned seat.
- If you have a question, raise your hand and wait to be called on.
- No talking.

Pencil Sharpening:

- Pencils are to be sharpened before class starts.
- During class, get up quietly and go to sharpen it.
- Maximum 1 person at the sharpener.
- Maximum 1 visit to the sharpener per person.

Drinks and Bathroom:

- No drinks or bathroom in the **first or last 10 minutes of class**.
- One person out of the classroom at a time.
- Return in a reasonable time.
- Sign out and sign back in. Note the time. Write your full name. Write your destination.

Pair Work:

- Listen for the Country of the Day.
- Find the corresponding person on your Map.
- You are required to have your Map every day.
- Walk quietly to 2 open desks.
- Do not** move the furniture unless requested.
- Work with Quiet Voices, so that I can hear you only if I'm near you.

Flashcards:

- Cards must be cut out first.
- Write the Spanish on one card.
- Flip that card over.
- Write the English meaning on the back of that same card.
- Repeat process: Spanish, English, Spanish, English, alternating languages.
- Include articles (words for 'the' or 'a, an, some').
- Pronounce ALOUD the languages as you make the cards.
- Save the cards even after the chapter is over.

Grade Uploading:

Grades are uploaded every week at least once, but often twice or more. That's why it's essential to turn in work on time, and make up missed work quickly. Zeros are uploaded for missed assignments so that you know your correct grade in the event you don't complete or make up that work. That doesn't mean the zero is final, or that partial or full credit can't still be awarded. There could be, for example, a medical excuse. Talk to me outside of your normal class time.

Discussing Grades and Personal Issues:

Schedule a conference with me. We are not allowed to discuss grades or personal issues with other students present. There are privacy laws that govern this. NO EXCEPTIONS.

Online Translators:

Per Departmental Policy the use of online translators is not permitted. Their use will result in a zero for that assignment.

Games:

- Students must be able to hear teacher and each other.
- Speak in normal voices, and be quiet when another person is talking.
- Take turns at the correct time.
- No sitting on the floor, desks, tables, or counters. No horseplay.

Classroom Jobs: (On a volunteer basis and with possible incentives)

- Put papers in order by PIN.
- Take attendance.
- Pass out and collect materials.
- Quality Checking:
 - Textbook stacks
 - Laptops and Computer Cart
 - Equipment: Flash drives, headsets with microphones, hand-held recorders, CD players, etc.
- Check the pencil sharpener and empty it.
- Erase or wash the white boards.
- Organize and stack materials.
- Litter clean-up.

Excursions:

- Fire Drills: Take note of the correct exit and use it. Walk out quietly in order to hear instructions. Stay with our class. Line up for attendance to be taken outside. Remain quiet.
- Auditorium: Go to the auditorium with our class and enter where instructed. Sit where instructed. Remain quiet and respectful.
- Writing Center: procedures to be given at our first visit. Rules and procedures are the same as in Room 404.
- Outside: Similar to fire drill procedures. More details to be given at the appropriate time.
- Other classrooms: Same rules and procedures as Room 404, while also respecting the rules of the other teacher.

Considerations for every activity and procedure:

- Noise Level: Silence, Quiet Voices, Normal Voices
- Seated or Not
- Materials needed
- On-task behaviors

Online Textbook Link:

<http://www.glencoe.com/ose/>

You'll need this Access Code: **FA35B65AD7**

Class Website Link:

<http://moodle.dallastown.k12.pa.us/course/view.php?id=78>

You will log on using your 6 digit student number as 'user' and your 6 letter personal pass code. It is **REQUIRED** to visit the website at least every other day.

Note: There are direct links to both of these sites on the Dallastown SD website. Go to High School, then Departments, then World Languages, then Mr. English.