

WORLD LANGUAGE DEPARTMENT SCARSDALE HIGH SCHOOL

GUIDELINES AND EXPECTATIONS TO WORLD LANGUAGE LEARNING

Learning a world language is fundamentally a skill-developing discipline. In the modern languages the skills are listening, speaking, reading and writing. Latin develops English vocabulary and the correct use of the English language through translation. The need to prepare daily homework carefully and to listen and participate in class is essential in perfecting these skills. Students are evaluated on every phase of language learning. Since our objective must be achieved during the four forty-nine minute periods assigned per week, we must make optimum use of every second. In order to assure that language students in SHS derive the maximum advantage and achievement in their language study, the World Language Department is setting forth the following guidelines and expectations:

A. CLASS ATTENDANCE

1. Lateness:

Students are expected to be in their seats and ready to work when the class bell rings. Lateness to class shows lack of respect for fellow students and the teacher. Lateness without a valid excuse (from the principal, a dean or another teacher) may affect the quarterly grade.

2. Absences:

- a. Legal – students should make every effort to maintain a good attendance record. The aural-oral learning accomplished in class interaction cannot be “made up”. Repeated absences place an additional burden on students and may be reflected in quarterly grades.
- b. Illegal – an illegal absence (one that has not been approved by the attendance office as legal within the required time after the student’s return to school) will result in a grade of zero for each day of absence. Teachers are not obligated to give remedial help to students whose absences are illegal, and tutoring services of the language center are not available to these students. There is no “make-up” work for illegal absences, including unlawful detention with parental knowledge/consent.
- c. If a teacher is late to class and not listed as absent, students are to wait by the classroom for 10 minutes. At the end of that time, students are to send a representative to the office of the chairperson (415) to inquire about the situation. The representative will then return to the classroom and inform the other students of the outcome.

B. HOMEWORK

Homework is usually assigned daily and is due on the date for which it was assigned. (Illness and family emergencies are valid reasons for exemption from this requirement). It is suggested that absent students telephone a classmate to keep up-to-date on missed class work and

assignments. For long-term absences teachers will supply assignments upon request. Students should take their textbook home every day so that in case of absence the book is available.

C. CLASSROOM RESPONSIBILITIES

1. Bring textbook and any required materials to class.
2. Pay attention and be ready to participate in class discussion in the world language.
3. Ask questions immediately if the material covered is not understood.
4. Seek the help of your teacher, the department tutor, Sra Royall (Spanish only) starting date 10/01/12 Mondays 10:00-3 & Tuesdays 7:30-12:30, or Signifer students in the Language Center.

D. TESTS

The student should make every effort to be present for assigned tests. If the absence is legal, it is the student's responsibility to make an appointment for a make-up test **immediately** upon his/her return to school. All absences must be cleared within 48 hours. No tests are to be made up during the language class. Make-ups can be scheduled during a student's free period, before or after school, and supervised by an adult. Under no circumstances, the student is to walk around with a test. If the student must take his/her make-up in the Learning Center, a previous arrangement must take place before the administration of the test.

I have received a copy of the World Language Department's guidelines and Expectations on _____.

_____(Student's Signature)

_____(Parent's Signature)