**Class Rules and Procedures**

**Course: Spanish Teacher: Ann Rollins**

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**Rules and Procedures:**

**Come to class prepared every day.**

* Bring your computer and have it charged!
* You will be required to keep a notebook. You will have a section in your notebook for each chapter of our book. Each section will include: warm-ups, vocabulary, grammar, questions, and writing. You will receive a quiz grade for the completion of each section.
* Preview the day’s lesson and be ready and prepared to work.
* Have a positive attitude!
* You are required for this class to have a shared folder in Google Drive with the teacher. Some of your work and assignments will be submitted to the shared folder.

**Be here every day.**

* Missed work is your responsibility.
* Check Schoology and the Weebly for missed lessons, assignments and videos.
* You have one week to make up work.

**Be on time to class.**

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**Cell phones, electronic devices and laptop etiquette**

* Cell phone use is not permitted during class.
* Of course we will be using laptops! Laptops are for classroom assignments, projects, collaborative work and learning. They are not for Octagon, videogames, netflix, iMessage. If you are misusing your laptop during class time you will be asked to use paper and pencil for future work.
* Keep your computer put away unless an assignment is made.

**Grades:**

* *Tests / Projects 60%*
* *Quizzes / Participation 40%*

*Failing grades (grades below 60) will not be accepted. Remediation and assessment re-take sessions will occur on assigned days.*

**Classroom Procedures:**

* Book mark my Weebly: [rollinsspanish.weebly.com](http://fallerspanishsuperpower.weebly.com/)
* Book mark our on-line book: [pearsonsuccessnet.com](https://sso.rumba.pearsoncmg.com/sso/login?profile=snp&k12int=true&service=https://www.pearsonsuccessnet.com:443/snpapp/login/login.jsp) User name: rocospanish Password: rsss2015
* Greet each other and the teacher in Spanish.
* Complete the warm-up that is displayed upon entering the class. Write this in your notebook. Keep the warm-ups on the same page by chapter.
* Your schoology login is: LastnameFirstInitialMiddleInitialLast3#of id. Password is your school Id number. We will be using Schoology and Google drive for assignments that are submitted on the computer.
* All work should be submitted as LastNameFirstInitialSp(1,2,4)Document name
* We will work bell to bell. Remain seated until the bell rings. No lining up at the door.
* Use the restroom before class. I will give you six passes for emergencies. Keep these. There are no more. If you have an emergency and need to leave the class, ask in Spanish. Turn in one of your passes, filled out, and take the hall pass with you. Extra credit will be awarded at the end of the semester for passes not used.
* Say goodbye to classmates and the teacher in Spanish.

Download this document and sign and date at the bottom that you have read and understand the rules and procedures for this class. Place a copy in your Spanish folder in Google drive. Submit your assignment on Schoology for your first grade of 100.

I have read and understand the rules, expectations and procedure for this class.

(signature) (date)