Fall, 2016

Dear Parent / Guardian:

¡Hola! My name is Ms. Burch, and I will be your student’s Spanish 6-8 teacher this year. In order to have the most productive year possible, I’d like to make you aware of my classroom policies and procedures before we begin.

Course Description

Spanish 6-8 builds upon everything that your student has been studying during the past years of Spanish instruction. We will focus on developing speaking, listening, writing and reading skills. Although we will work through these skills in Spanish, the principles and strategies we use in class will be useful across the curriculum, and will serve to make your student a better learner.

We will be using elements of a textbook, Español Santillana and En Español; we will also use many of the accompanying ancillary materials. Students not will be assigned copies of the textbooks, but will have access during school hours and all necessary materials for completing tasks will be provided for students to take home. In addition to the textbook, authentic materials, including news stories, magazine articles, television shows, movies and artwork from Spanish-speaking countries will be used to expand the students’ knowledge and global perspective.

Students must come to class with a three ring binder with loose leaf, lined paper inside for our class only.

Grading Policies

Spanish 6-8 uses the IBMYP rubrics as a basis for assessment of student learning. These rubrics require that the students:

- Communicate information, ideas, and opinions
- Understand and appropriately use structures and vocabulary
- Provide and request information in both spoken and written contexts
- Engage actively in oral production using comprehensible pronunciation and intonation
- Take part in formal and informal exchanges related to the areas of interaction and to cultural and international issues

There are four IBMYP assessed areas in Language Acquisition. These are:

- Comprehending spoken and visual text
- Comprehending written and visual text
- Communicating in response to spoken, written and visual text
- Using language in spoken and written form
Language Acquisition rubrics are used to show where a student falls within his/her phase. When the student reaches the highest level of the rubric, he/she is moved to the next phase, with a new set of rubrics to show growth and development. In this way, the Language Acquisition rubrics serve as a learning tool, and provide a guide for the student, teacher and parents.

Grades in Spanish class will be based upon:

- **Classwork (20% of final grade)***
  - Classwork includes daily warm-ups, notebook checks and assignments given in class
  - The assignments may be individual, partner or group work
  - *Unless the student is absent, late work will not be accepted.*

- **Homework (10% of final grade)***
  - Homework is assigned three to four nights per week.
  - Each assignment is worth ten points.
  - *Unless the student is absent, late work will not be accepted.*

- **Oral Class Participation (20% of final grade)***
  - Class participation will be graded through structured formative assessments, as well as through more informal class discussion.
  - All class participation must be in Spanish.

- **Reading and Written Assessments (30% of final grade)***
  - These assessments will include:
    - summative assessments, which will be graded using the IBMYP rubrics
    - quizzes
    - tests
    - projects
    - essays

- **Speaking and Listening Assessments (20% of final grade)***
  - These assessments are designed to prepare students for the PPS Oral Exams, as well as to work toward our fluency goals. They will be administered at least once per unit, via:
    - language software
    - interviews with the teacher, both individually and in small groups
    - presentations

**NB: Extra credit opportunities will NOT be provided.**

**Academic Expectations**

I expect that my students do the following to be successful learners:

- Complete assignments on time.
- Study daily.
- Ask questions or see me outside of class if they are confused.
- See me for make up work if they are absent.
Behavioral Expectations

I expect that my students will do the following to be conscientious learners:

- Arrive on time for class.
- Arrive prepared for class with notebook, textbook, Spanish dictionary, agenda book and writing utensil.
- Be respectful of others, including their teacher and classmates.
- Avoid eating or drinking in class.
- Avoid personal grooming during class.
- Observe all school rules while in the classroom.

Communication

Open lines of communication between parents and teachers help greatly in student performance. The easiest way to reach me is via email at aburch1@pghboe.net. A voice message can also be left for me at 412-529-5292.

I look forward to getting to know you and your student during the school year.

Sincerely,

Amy Burch

Approved: [Signature], Principal

Your signature indicates that you have read the above letter. Please have your child return this portion of the letter. Your email address will be used to keep in touch throughout the year.

Student name: ___________________________  Parent name: ___________________________

Student signature: _______________________  Parent signature: ________________________

Student email: ___________________________  Parent email: ___________________________