**Classroom Procedures**

**BIENVENIDOS A LA CLASE DE ESPAÑOL**

In order to maintain a positive and organized learning environment, we need to work together to follow certain classroom procedures. Procedures are not necessarily rules. They are simply a way of going about everyday classroom activities. Each teacher has different procedures and expectations in his or her room. It is my hope that by understanding this list and keeping it with you, we will be better organized and able to maximize learning time!

**Getting Started/Warm-up (Calentamiento):** When the late bell rings, you should be in your seat and ready to begin. If there is a warm-up assignment on the board, you should begin working on it before class begins. If homework is due, it should be out on your desk.

**¿Puedo ir al baño?** All restroom needs are to be taken care of before or after class. However, if you need to use the restroom, ask when appropriate (in Spanish of course). You will receive five out-of-class passes per semester, which include bathroom breaks. It is your responsibility to use them only for emergencies. To keep track of your passes, you should staple them in your agenda. DO NOT LOSE YOUR BATHROOM PASSES. You will not receive additional passes, nor will you be able to use another student’s passes. Please do not interrupt a classmate or me if you need to use the restroom.

**Homework:** You will have homework every day whether there is an actual assignment or not. Learning a foreign language is like learning math. You have to practice every day. When you go home, review your notes for that day plus any new vocabulary we are using for the week. This will only take about 15 to 30 minutes and by Friday you will have reviewed Monday’s notes 4 times. This cuts down on studying time before tests and quizzes and helps you store the information in your long-term memory. Language learning is a cumulative process. As we learn new vocabulary and grammar, you are expected to remember the previous information in order to continuously enhance your language skills and your ability to communicate more complex thoughts and ideas.

**Where should I turn in my homework?** Most of your homework will consist of vocabulary practice in “Conjuguemos” or reviewing notes. However, you may occasionally be assigned a written practice or exercise that needs to be completed at home. The day homework is due, be prepared to pass your homework to the front of the room immediately after the bell rings. I do not accept late homework. Late work will be an automatic zero. This is a department wide policy.

**Notebook Checks:** You will have unannounced notebook checks throughout the year, approximately once a month. It is imperative that you keep an organized notebook in my class. To help yourself stay organized, keep a 3 ring binder with 5 divided sections: *warm-ups, vocabulary list*, *vocabulary practice*, *grammar*, and *returned tests and quizzes*. The day we have a notebook check, you will be given questions to answer based on information you have in your notebook. You will have a limited time to complete the quiz, so information should be organized, readily accessible, labeled and dated in your notebook. (Hint: a few questions on your first notebook check will be from this sheet and from the syllabus, so don’t lose them!)

**What do I do if I finish early?** Sometimes you will finish a test, quiz or assignment early and have to wait until the rest of the class completes it. Every student is unique and needs a different amount of time to process the language and the new material. If we are doing work that you master quickly and you finish early, your options are to silently review vocabulary and grammar, read a book, or work on assignments from other classes. If you finish a quiz or test early, do not use Spanish materials while the rest of the class is testing. Talking is never an option.

**Group and Partner Work:** You will work with a partner or in small groups throughout the year. While participating in these activities, you are expected to stay on task at all times and ask questions if you do not understand what to do.

**I was absent:** When you come back, the first thing you need to do is show me the homework assignment that was assigned the last day you were in class so I can check it. During the warm-up, come to me and I will tell you which assignments you missed. You can also look at the calendar on the website to see each day’s assignments. You will be responsible for copying any missed warm-up activities and notes that you missed. Please be advised that being absent just one day before a test does not automatically excuse you from taking the test the day you return- those decisions will be made when you return to class.

**When do I serve teacher detentions?**

Teacher detentions will be served on Mondays and Wednesdays from 2:45-3:15p.m. in Mrs. Torres room (446). Once you are assigned a teacher detention, you will have one week to serve it. Detentions usually consist of assisting the teacher with various tasks/cleaning jobs.

**Fire drill:** During fire drills, exit the classroom quickly, go to the left, exit the double doors on the left and walk down to the grassy area on the other side of the parking lot. Look for a sign with my name on it and gather around it because I will need to take attendance quickly. It is very important that you make sure you are accounted for. If you are not present, you will be reported as missing and your name will be turned in to the principal.

**Awww, yeah…we have a sub!** I am not absent often, but every once in a while it happens. A sub’s job can be very difficult, and you are expected to behave for a sub better than if I were present. If there are any problems with the sub, you tell me when I get back. Do not disrespect the sub in any way. If a substitute writes a negative report, there will be consequences for the class or for the individual depending on the situation.

**Extra Help:** Do not wait until the last minute! If you need help, come prepared with notes or any specific questions. Extra help is available on Tuesdays and Thursdays from 7:00-7:40 a.m. and Mondays and Wednesdays from 2:45-4:00 p.m in room 446.

**Bell to bell:** Class time is “sacred time.” Expect to remain in class working from bell to bell. Do not pack up early and never *ever* line up at my door waiting for the bell to ring. Remain in your seats until class is dismissed. As you leave, make sure the room reflects the pride we feel in BHS!

**What?! We have a test today?!** Although you will be reminded daily in class (and on the board) of upcoming assignments, I understand that you have a lot on your plate. Therefore, to help you remember important assignments, quizzes, and tests, sign up for “remind”. Take advantage of this technology and use it to your benefit! Spanish 1 students should send a text with “@bhstorres” to 81010 to sign up. Both parents and students are encourage to sign up. For more information, follow the instructions on my website.

*\*\*\*The teacher reserves the right to make changes to these procedures as necessary.\*\*\**

