



Foreign Language Department Plano West Senior High School



Dear parents and students,

WELCOME! The foreign language team at Plano West is enthusiastic about the 2019-2020 school year and is looking forward to teaching your student another language. Since each student's success is important to us, we are sending this letter to inform you of our departmental procedures.

Evaluation:

Each student will be evaluated on the following basis each grading period:

Daily assignments (25%): homework assignments, oral participation, notebook checks, lab work, partner activities and other.

Quizzes and Tests (75%): announced quizzes over vocabulary and grammar, speaking evaluations, lab work. Tests include but limited to unit tests, CAP assessments, projects, compositions, speeches, oral tests, Interpersonal exams and other.

The semester grade includes the averages from the two grading periods and semester exam, which counts as 25% of the overall final grade.

Students will have the opportunity to review graded tests and quizzes in class with their teacher. If parents wish to discuss or view the content of the exams, they may contact the teacher directly. To insure the integrity of the testing process and to better enable us to tutor our students, the tests remain at school after being discussed in class.

Keys to success: In order to be successful, your child needs to:

- **USE SPANISH, 90% - 100 % of the time in class.**
- Actively participate in classroom activities.
- Review **DAILY**.
- Maintain an organized binder.
- Make up all missed work **PROMPTLY**.
- Seek help immediately when needed.
- Complete homework before or by the day it is assigned.
- Use a daily assignment book and/or electronic calendar to refer to class assignments.
- Bring **all** materials to class every day.

Homework and make-up work:

Homework is due at the beginning of class on a day to day basis. **NO LATE HOMEWORK IS ACCEPTED.** In case of an excused absence, the student will make up work according to the guidelines set forth in the student handbook with no penalty. Please contact the front office immediately if you know your child will be absent for several days. Students need to sign up with their teacher for tutorial sessions and make-up work. Tutorials will be posted and announced according to the teacher's schedule.

Tutorial times (A1096): Tuesdays 7th period/after school and Wednesdays 8:15-8:45

Make-up times A1096): **By appointment - The student must coordinate a time with the teacher and sign a form agreeing to the terms that follow:**

1. Students must arrive at the **beginning of the make-up session** scheduled appointment.
2. Failure to show up at a scheduled make up session or to complete work in a reasonable amount of time may result in a zero.

Academic Dishonesty (Please read carefully):

ANY form of academic dishonesty will result on a Zero on the assignment. This includes copying or sharing of daily work, copying, plagiarizing, or sharing of projects, using notes, using unauthorized websites/programs, copying from another student or asking answers of another student during a quiz or test. **ALL students involved** will receive a ZERO. During testing, students must remain quiet, put away all study materials and use a cover sheet. Talking to anyone other than the teacher and

using any electronic device will be considered a violation of testing procedures. All phones will be placed in the wall phone holder during a testing period and any other times phones are not needed during instructional time.

Classroom procedures:

Respectful classroom behavior is expected from each student. District and school policies regarding discipline will be enforced. Each student will be responsible for any school-issued materials and electronic devices must be used with care.

In my classroom, no personal use of cell phones, iPods, iPads or other electronic devices is allowed. If I plan a lesson using electronic devices, a school approved Chrome Book will be provided for instructional purposes. Phones must be turned off or silenced while instruction or testing is taking place and put away in the wall pocket holder. Consequence for use of any of these devices will be dealt with according to campus policy. All personal calls and text messages can be taken care of during their passing periods and lunch time. If there is an emergency, please contact the school and they will then notify your child to call you.

Classroom lab and Chrome Book procedures:

Each student will be instructed in the correct usage of the lab and Chrome Books by his/her teacher. Students are responsible for any damages to any electronic equipment and lab station that they use. No gum, food, drinks other than bottled water are allowed at the lab station or in the classroom

Oral Proficiency Policy:

Plano West uses an oral proficiency based curriculum for the languages of Chinese, Spanish, French and German. ASL has separate requirements for participation.

Benefits of oral proficiency:

- Creates more opportunities for realistic communication
- Grammar instruction is placed within functional communication
- Allows student centered activities that are interesting and useful
- Reinforces previously learned materials more fully
- Utilizes the language lab and new technology to the fullest extent

Characteristics:

- Teachers and students speak 90% - 100% of the time in the target language
- Evaluation methods are consistent with teaching methods
- Creative, useful, productive and fun (we hope!)

Parent-teacher communication and progress reports:

Now that all parents can sign up for Parent Viewer through the district website, we hope that you will take advantage of this technology to stay informed of your student's grades on a weekly basis. Just go to the site, click Parent Viewer, and follow the directions. Please ask your student first if there is a question concerning make up work or a zero prior to contacting the teacher. All language students will receive a 3 weeks progress report showing grades for ALL classes. PLEASE ASK YOUR STUDENT FOR THIS NOTICE. It is very important for you to be informed of your child's progress. I am looking forward to having a terrific year with your child! Please feel free to contact me by phone or e-mail with any questions or concerns. Open communication promotes success. I look forward to meeting each one of you in the near future. I may be contacted at the following email address if you ever have any questions or concerns. **Becky.Elizondo@pisd.edu**

Sincerely,

Becky Elizondo

LOTE Dept. Chair

AP Spanish Literature and Culture

Spanish 3H