

**Classroom Rules**  
**Mme Naditz, National Board Certified Teacher**  
**Room B-15**

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Welcome to my class!

In order to ensure that all students achieve the greatest possible success, I have established the following rules and procedures.

**Classroom Conduct**

1. **Respect:** It is expected that students will behave themselves in a manner that demonstrates courtesy and respect for their peers as well as for any adults and visitors that may be in the room. This includes
  - attentive listening to whomever has the floor;
  - gracious participation that values rather than diminishes the contributions and efforts made by others;
  - a refusal to engage in insults, rude behavior/language or violence;
  - and proper care for the classroom environment and materials.
2. **Punctuality:** Students are to be seated in their assigned places when the bell rings. Students are tardy if they are not in their seats and ready to begin when the bell rings.
3. **Preparedness:** Students must bring a pencil or pen, the textbook, a notebook or binder, the workbook, and completed assignments every day. Textbooks will be covered. Students will also need a colored pen daily for corrections and a white board marker for class activities.
4. **Participation:** French first! Active involvement in the target language is required for the entire period (correcting assignments, listening to or participating in the presentation, or working on the assignments). Students have no need for hand-held games, food, drinks, gum, or any device for listening to music, texting or calling friends or taking pictures/video. Any such items must remain in the backback (and turned off if they are electronic). Food, drinks and gum will be discarded; other items will be turned in to the administration.

**Academic Policies**

Grades: The semester grade is based on the language skills individuals need in order to comprehend and communicate effectively with native speakers. The grade is divided as follows:

Listening	(20%)	=	Listening practice (usually completed in class) and listening comprehension test and quiz sections
Speaking	(20%)	=	Daily speaking participation practice as well as oral exams, podcasts, and presentations
Reading	(20%)	=	Reading practice completed at home or at school and reading comprehension test sections
Writing	(20%)	=	Writing practice (including grammar), usually completed at home, written sections of tests and quizzes, written projects
Cultural knowledge	(20%)	=	Activities completed in class and cultural test items.

The grading scale below reflects my belief that there should not be 59% allotted to an F and only 10% allotted to every other grade. So, below is a scale that will be used to convert **earned** percentages between 0 and 59 to a 10-point scale between 50 and 59:

<u>Traditional percentage earned:</u>	<u>Modified percentage earned:</u>
0-6%	50%
7-12 %	51%
13-18 %	52%
19-24%	53%
25-30%	54%
31-36%	55%
37-42%	56%
43-48%	57%
49-54%	58%
55-59%	59%

Remaining percentage breakdown from 60-100%:			
90	-	100%	A
80	-	89.9%	B
70	-	79.9%	C
60	-	69.9%	D

Please note:

1. Missing work will be counted as a zero (**not modified, because no grade was earned**). See below for late work policy.
2. Because numerous opportunities for extra credit exist and because one low (but not missing) grade will be dropped from each student's total score, **grades are neither curved nor rounded up.**

Late Work: Students who were not absent but do not turn in an assignment on time have **one week** from the original due date to turn it in. **Ten percent** will automatically be deducted from the score as a penalty.

Make Up Work: The policy depends upon the nature of the missing work.

- Oral presentations, unit tests and quizzes must be made up during lunch **within one week of a student's return**, by appointment, with no penalty.
- Long-term written projects that were assigned before the student's absence are **due upon return** with no penalty.
- In the case of daily homework, students have as many days as they are absent to make up the assignment(s) for full credit.
- Absent students may, for a 10 percent penalty, take up to one additional week to complete any missing work. However, after that week is up, no work will be accepted and **the score will remain a zero** (not modified).

Citizenship grades: Students who earn an A in citizenship are punctual and attend class regularly. In addition, they are courteous, respectful, cooperative and productive at all times. Students who earn B and C grades in citizenship are occasionally tardy or unproductive. They have rare instances in which their behavior disrupts the class or detracts from a respectful environment. Students who earn D and F grades in citizenship have continual difficulties regarding their attendance, behavior, and productivity.

Cheating: Cheating will not be tolerated at any time in the Foreign Language Department. **All** students involved will receive a zero (**not modified**) on any assignment or evaluation if cheating takes place. This includes "helping" a classmate by allowing him/her to copy one's homework and the use of internet translation sites. **No make-up will be permitted.**

## Questions?

If you have questions, comments, or concerns that you do not wish to bring up in class, my office hours are Wednesdays at lunch and after school until 3:15 p.m. Furthermore you or your parents may contact me by calling (916) 971-5408, ext. 6047, or through my e-mail: [nnaditz@sanjuan.edu](mailto:nnaditz@sanjuan.edu). I look forward to a great year!

I hereby acknowledge that I have read and understood these classroom rules.

\_\_\_\_\_  
(Printed student name)                      \_\_\_\_\_  
(Printed parent name)

\_\_\_\_\_  
Signature (student)                      \_\_\_\_\_  
Date                      Signature (parent/guardian)                      \_\_\_\_\_  
Date

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