

Classroom Rules
Mme Naditz, National Board Certified Teacher
Room B-8
2007-2008

- To be involved in the learning process, you must participate and practice.
- To get the most out of the learning process, you must be on time, on task and organized.
- To enable others to get the most out of the learning process, you must not disrupt class.

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

Classroom Conduct

1. You are expected to conduct yourself in a mature and responsible manner. Courtesy and respect will be maintained at all times. Interfering with another student's right to learn, argumentative behavior, dishonesty, and profanity will not be tolerated.
2. Students are to be seated in their assigned places when the bell rings. You are considered tardy if you are not in your seat and ready to begin when the bell rings. You are not to be out of your seats without the permission of the instructor. The class will be dismissed by the instructor.
3. You are required to bring a pencil, your textbook, your notebook, and completed assignments every class day. Textbooks will be covered. No pencils will be loaned by the instructor. You will also need a colored pen for corrections. Assignments must be in pencil or in dark blue or black ink for credit. All other colors are allowed only for corrections.
4. 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). If you complete the class assignments, you are expected to review previous lessons or to begin homework assignments in order to increase your understanding. Because you are required to be actively involved in the class at all times, you have no need for hand-held games, food, drinks, gum, or any device for listening to music. **DO NOT BRING** these items to class; they will be confiscated (food, drinks and gum will be discarded; other items will be turned in to the administration).
5. The classroom will remain neat and clean at all times. Class is not dismissed until classroom is in the same condition as when you arrived at the beginning of class.

Academic Policies

Grades: The semester grade is comprised of practice, portfolio, participation, and evaluation points.

Practice points (15%)	=	assignments (homework and in class)
Portfolio points (20 %)	=	more elaborate assignments with teacher feedback and student reflection
Participation points (15%)	=	attendance, cooperation and oral participation in the target language
Evaluation points (50%)	=	Quizzes (10%), tests (20%), orals (10%) and final (10%).

90	-	100%	A
80	-	89.9%	B
70	-	79.9%	C
60	-	69.9%	D
0	-	59.9%	F

Please note: because numerous opportunities for extra credit exist, grades are neither curved nor rounded up.

Make Up Work: **LATE WORK IS NOT ACCEPTED.** You may make up WRITTEN work for an excused absence. Unit tests and quizzes must be made up within one week of your return, normally during lunch. Check with the instructor for times.

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 occasionally lapse from being outstanding; they may occasionally be tardy or unproductive. 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 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 Thursdays at lunch and after school until 3:15 p.m. Furthermore you

