

January 7, 2007

Dear Parents/Guardians,

I am delighted that your son / daughter is in my Spanish class this year and look forward to a successful and productive semester. It is with the success of your child and our class at heart that I write this letter. **Our success in class requires TEAMWORK.**

Who should be on the team? You, your student, and I all have parts to play.

Please know that I strive to create a positive, professional classroom environment and to promote open communication with parents and students. My website is updated weekly and contains all homework assignments, test dates, and many study tools. I will occasionally send you updates regarding your student's progress via email. If you need to speak to me concerning your student, feel free to e-mail me at [jbafundo@spx.org](mailto:jbafundo@spx.org) or call the school (404-636-3023) to set up a conference. Please note that e-mail will be my primary source of communication with you.

There is a contact sheet attached to the syllabus. Please fill out your information for me so I can keep it on file, and know that I will be happy to help you with any concerns that you may have. Likewise, please be assured that if I need you, I will call!

Your student's role on the team involves, above all else, a PMA (**P**MA=**P**ositive **M**ental **A**ttitude). – that is, **enthusiasm and drive**. Learning a foreign language is not easy. It requires practice. Attendance and participation are key. If students are out of class, they not only miss the lecture, but forfeit their opportunity to practice speaking Spanish. When in class, I expect students to be prepared EVERYDAY. Homework should be complete. Questions should be identified before coming to class. Each student should be active, make conjectures, and be open to learning about different cultures and customs. Work = Reward.

How can you help? Be a motivator; be interested, and encourage your student. Check with your son/daughter about homework. Ask if he/she understands the subject; if not, encourage him/her to come in for extra help. Students should not allow difficulties to build up. Remember, Spanish is a cumulative subject; a lesson can require knowledge learned previously. Unaddressed difficulties now usually mean more difficulties later. My door is always open. Finally, help your student understand that we live in an increasingly global society. More and more colleges, and, for that matter, careers require proficient foreign language skills. The ability to speak Spanish is extremely beneficial.

I welcome your comments and suggestions as we being this journey together.

Let's have a great year!

Sincerely,

Jennifer Bafundo

Spring 08

## Español 2H Jennifer Bafundo

### Contact Information

Email: jbafundo@spx.org

Website: <http://www.spx.org/departments/foreignlanguage/teachers>

### Materials

Text: *Avancemos 1*, McDougal Littell

Workbook: *Avancemos 1*, McDougal Littell

Supplies: *Pocket Dictionary: Spanish / English*, Larousse\*  
A three ring binder with loose leaf paper  
Pencils and Pens

### Class Rules

- Students will be on time, seated and ready to work as soon as the bell rings (this includes bringing all materials and supplies to class).
- Students will use the target language at all times unless otherwise designated by the teacher.\*
- Students will participate on a *daily* basis and be respectful and courteous of one another as well as the teacher. Any disruptions will lower the student's participation grade and be met with a detention.
- Students will be dismissed by the teacher – not by the bell.
- All students will be expected to adhere to the "Regulations for Student Conduct" in their Student Handbook. Any deviation from these regulations will result in an immediate detention.

\* Each student will receive one warning per day to use the target language. If the student repeats the infraction, the student will serve afternoon detention with Ms. Bafundo (not to exceed 15 min). If the student does not attend for any reason, school detention will be given the following day.

### School & Foreign Language Department Policies

In accordance with the School Handbook: *Two years of one foreign language are required for graduation from St. Pius X Catholic High School and for entrance into the University System of Georgia.*

In accordance with the Course Catalogue: *A grade of 85 or higher both semesters in Spanish 2 is expected of each student who wishes to advance to 3<sup>rd</sup> year Spanish, though the student's teacher will make the final recommendation.*

As required by SPX policy, grades will be updated on NetClassroom January 25, February 8, February 29, March 14, April 18, May 2 (SENIORS ONLY) and May 9. *Teachers are not expected to have grades updated and posted online at any other time, although I tend to update grades regularly and recommend checking the site weekly.*

## Evaluation

### • Homework (10% of Total Grade)

All homework assignments will be posted weekly on my website. Students should read the website and be prepared for class each day. **(Note: This means that you should have the homework on the day you return from an absence.)**

Although homework will be assigned nightly and reviewed each day in class, it will be collected at random for a grade. Students will **not** be penalized for incorrect answers, but will be evaluated on the effort they put forth in each assignment.

An “A” for effort entails:

- “Legibility” –
  - Paper is labeled with the student’s complete name, date, and class period in the upper right hand corner of the paper)
- “Completeness” -
  - It all has to be there!
- “Correctness” –
  - Student must show their corrections clearly – we go over the homework for a reason!

Assignments that are turned in incomplete or incorrect will receive a 50% grade. Failure to have an assignment ready at the beginning of class will result in a zero for that assignment.

### • Quizzes / Essays / Projects (20% of Total Grade)

Quizzes will be announced, take-home and unannounced. There will be at least 2 quizzes per each testing period. Quizzes not completed or turned-in on time will receive a grade of “0.”

Note: **There will be no make up quizzes given in this class.** If a student is absent on the day of a quiz, his / her next quiz grade will count twice.

Students will also complete a series of projects throughout the semester. Projects may take the form of oral presentations, group work, outside reading, or short essays. Projects will be announced during the course of the semester, and a rubric will be provided to the students before each due date.

### • Tests (40% of Total Grade)

Students will be tested at the end of each chapter (*etapa*). Tests cover all major vocabulary, grammar, culture and themes seen in that particular chapter, and build on information from previous chapters. In this way, all tests are cumulative. Be prepared.

The testing schedule will be posted on my website.

### • Participation (10% of Total Grade)

This is a language class. It requires your willingness to both prepare your assignments outside of class **and to actively participate in class discussions** by speaking Spanish out loud in group work and when asking questions. Participation grades will be given every 1-2 weeks using the attached rubric and grade log.

### • Final (20% of Total Grade)

The final will be a comprehensive exam on everything that was seen in the semester. The test will have a variety of formats including short essay.

## Makeup Work & Extra Credit

It is the responsibility of the student to contact the instructor regarding any and all make up work. Students absent for 1 day only are expected to make up tests and/or quizzes the day they return to school – no excuses! For a thorough statement regarding the school’s makeup policy, refer to the school Handbook.

The opportunity for extra credit **may** be provided on an individual basis. Any student requesting extra credit must have completed all course work for the semester in a timely manner. In no way will extra credit replace any missing or incomplete assignment.

## Plagiarism

Students are allowed to use online dictionaries and translation services to translate individual words only. Any use of online translation services to translate sentences or paragraphs is plagiarism. Students who choose to participate in plagiarism of this form, or by seeking help from their friends or native speaking parents, will be referred to the Honor Council.

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### Parent/Guardian Contact Sheet

Student’s Name: \_\_\_\_\_ Period: \_\_\_\_\_

Parent/Guardian’s Name (1): \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone Number (daytime): \_\_\_\_\_

(evening): \_\_\_\_\_

\*E-mail address: \_\_\_\_\_

Parent/Guardian’s Name (2): \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Phone Number (daytime): \_\_\_\_\_

(evening): \_\_\_\_\_

\*E-mail address: \_\_\_\_\_

***I have read the syllabus and understand what is expected in this class:***

**Parent’s Signature:** \_\_\_\_\_

**Student’s Signature:** \_\_\_\_\_