**Sra. Petre’s Policies for Spanish Class**

**Teacher Contact Information and Class Resource Information:**

The best method to contact me is via email at: apetre@washoeschools.net

Class website: [www.washoeschools.net/apetre](http://www.washoeschools.net/apetre)

**¡Bienvendios! (Welcome):**

I am so excited to get to develop a new Spanish program at Shaw Middle School! The following pages outline class policies that will help ensure your success in and enjoyment of class this year.

**Classroom Resources and Routines:**

I try to keep our classroom organized and on a regular routine. There are several routines that will help you:

* Bell Ringers: you will start each class with a bell ringer; you respond in writing in your Bell Ringers packet.
* Attention/Quiet Signals: when you hear either of the regular “quiet” signals (doorbell, give me 2), please stop what you are doing, stop your conversations, and pay attention.
* Laptops: we do have some laptops assigned to our classroom; we share them with the rest of our team, and there aren’t enough to go around, so we will need to be good about sharing.

**Technology Use Plan:**

Many of our class assignments and information I provide can be accessed on our class website and on Teams, and it would benefit you to be able to access the information during class, so I encourage appropriate use of internet-connected devices (so, yes, bring your phone, tablet, or laptop to class in case we need to use it; you will also need earbuds or headphones). Students will be required to use the following technology: Infinite Campus, Canvas (we will learn this together), Microsoft Word, various visual presentation software applications (e.g. PowerPoint), and OneDrive/Office 365. Technology will be used in an academic, and appropriate manner and at the direction of the teacher.

**Supplies:**

You will need the following supplies:

Blue or black pens Pencils A 3-ring binder (1 inch thick)

White board markers (any color) Earbuds Colored pencils College-ruled binder paper

**Policies:**

I want our classroom to be an enjoyable place and a place where learning is valued and honored. Our Classroom Rules are simple matters of respect and kindness, also known as Petre’s 5 Ps.

Be Prompt:

* Take your seat by the time the bell rings, and begin the Bell Ringer on the board

Be Prepared:

* Come to class with your work and supplies ready

Be Positive:

* Believe in yourself. You are braver than you believe, stronger than you seem, and smarter than you think!
* You don’t have to agree with everyone, but you must *be* *agreeable to* everyone

Be Productive:

* Follow our schedule and follow instructions and you’ll have no problems getting your work done; goof off, and you’ll end up taking that class work home
* Small group and whole class presentations will be required and will be done in the target language
* Student participation is important when learning a new language—speak, listen, and participate
* Do NOT use translators! (translators for one-word translations are okay)

Be Polite:

* Listen to each other with an open mind; be aware of others’ feelings before you speak and act
* Wait your turn to share thoughts and opinions
* Be tidy and clean up any mess you make…remember, this is my second home
* Use appropriate language and behavior
* Put away your cell phone and engage in our class (unless otherwise directed by Señora Petre)
* Kindness goes a long way in life, so follow the Golden Rule: treat others as you wish to be treated

**Rewards and Consequences:**

Good behavior can earn you many rewards— a pat on the back with a hearty “Thank You!”, Coyote Cash, special privileges, and—most importantly—the undying respect and admiration of everyone in the room!

On the other hand, inappropriate behavior carries consequences, which could include: contact home; banishment to another classroom; a teacher-student-admin-counselor conference; referral to the office; removal from the class (and, thus, possible loss of credit).

**Procedures:**

We will practice our procedures until they are routine. Here are some basic guidelines to get you started:

Passes:

* Wait for a time when we are not engaged as a whole class
* Bring your planner to obtain my signature, sign out on the sign out sheet, take the room pass with you
* **No passes will be allowed the first 10 or last 10 minutes of class**

Visitor Etiquette: On some occasions we will have visitors in our room—sometimes a guest speaker, sometimes an observer or assistant, and sometimes a school administrator.

* Please extend every courtesy to visitors and guests—give speakers your undivided attention, listen to instructions from observers or assistants
* Behave as the civilized young people you are

When the Teacher is Out: Middle school is a different environment in that the students are entrusted with their own actions and behavior.

* If I need to step out of the classroom, please continue your work and maintain appropriate behavior.
* If I am out of school and you have a substitute, I expect you to treat her/him with the respect you show me (times 100!). Positive sub reports will be the norm in our classroom!

Sharpening Your Pencil or Getting Materials: if you need to use the pencil sharpener, get a Kleenex, throw away something, or borrow from the classroom supplies please do so politely and quietly… no need to ask.

**Technology and Media:**

We will often use a variety of technology—the important concept to learn is when and how to use it *appropriately.* So, yes, I encourage you to bring your phone, BUT you will ONLY have it out when we are using it for class purposes.

Also, if we are working independently, I often allow students to listen to music using headphones or earbuds, so bring those, too.

Lastly, we will occasionally watch videos, movie clips, and movies that are rated PG.

Name:

Class:

**Mrs. Petre’s Coyote Policies Student and Parent/Guardian Signature Sheet**

We have reviewed and understand Señora Petre’s procedures, rules, and outline for my child. Both my child and I understand and will abide by the policies, rules, late work policy, and the technology use plan for class. Additionally, my child has my permission to watch subject-related videos, movie clips, and movies with a PG rating.

Date:

Student Name (print):

Student Signature:

Parent/Guardian Name (print):

Parent/Guardian Signature:

Name:

Class:

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We have reviewed and understand Señora Petre’s procedures, rules, and outline for my child. Both my child and I understand and will abide by the policies, rules, late work policy, and the technology use plan for class. Additionally, my child has my permission to watch subject-related videos, movie clips, and movies with a PG rating.

Date:

Student Name (print):

Student Signature:

Parent/Guardian Name (print):

Parent/Guardian Signature:

Name:

Class:

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We have reviewed and understand Señora Petre’s procedures, rules, and outline for my child. Both my child and I understand and will abide by the policies, rules, late work policy, and the technology use plan for class. Additionally, my child has my permission to watch subject-related videos, movie clips, and movies with a PG rating.

Date:

Student Name (print):

Student Signature:

Parent/Guardian Name (print):

Parent/Guardian Signature: