

**Spanish Department • Lower Lake High School**  
***Classroom Expectations and Grading Policy for Spanish I, II, and III***  
**Mr. Koda Livingston • Room 14**  
**koda.livingston@konoctiusd.org**  
**707-994-6471 ext. 2747**

### **WHY STUDY SPANISH?**

Studying a foreign language completes and improves a student's education while providing the foundation for further personal enrichment and scholastic achievement. The ability to communicate in a language other than one's own opens new doors and expands a student's opportunities to learn.

### **EXPECTATIONS OF STUDENTS ENROLLED IN SPANISH AT LOWER LAKE HIGH SCHOOL**

All students are capable of learning another language; however, learning and progressing in another language requires dedication and determination. Students in foreign language courses seek to attain proficiency in four domains: listening, speaking, reading and writing. Students can contribute to the effectiveness of their foreign language program by doing the following:

- 1) Arrive to class on time with all required materials.
- 2) Participate in all in-class activities, and complete all out-of-class assignments.
- 3) Be determined to learn the language.
- 4) Remain supportive and respectful of their classmates in their efforts to learn the language.
- 5) Listen to, speak in, read in, and write in the language at every opportunity.

### **REQUIRED CLASSROOM MATERIALS**

All Spanish students are required to bring the following classroom materials to Spanish class daily:

- a folder or a binder dedicated specifically to Spanish class
- binder paper
- pens and pencils

### **WEEKLY AGENDA (*AGENDA SEMANAL*)**

On the first day of each week, Spanish students will receive a copy of the Weekly Agenda (*Agenda Semanal*) which is also posted in the classroom, detailing all in-class and at-home assignments for the week. It is the student's weekly responsibility to share the *Agenda Semanal* with adults in the household to ensure that the appropriate assignments are completed accurately and in a timely manner.

### **ABSENCES**

When absent, students are responsible for making up all in-class and homework assignments as detailed in the *Agenda Semanal*. For excused absences, students have the number of days absent to complete missed work. For unexcused absences, students have one day to complete missed assignments. Attendance personnel at the high school – *not the teacher* – determine whether a student's absence is excused or unexcused. Emailing the instructor is **strongly** recommended for prolonged/unexpected absences.

### **LATE WORK**

All assignments must be submitted during the class period from which they were assigned and on the specified day they are due in order to receive full credit. Late work can only receive up to ½ credit of the original assignment. Late work for the trimester will be accepted up until 10 minutes after the final bell of the corresponding 6 week session.

## TARDY POLICY

Students are tardy if they are not in their assigned seat with all required materials BEFORE the tardy bell rings and before the classroom door is locked. Tardy students are required to follow the school-wide tardy policy as explained in the Student Planner.

## ADHERENCE TO SCHOOL-WIDE RULES

Students enrolled in Spanish classes at Lower Lake High School are expected to adhere to the school-wide rules that are posted in every classroom: no headwear; no food or drink other than water; and the use of cell phones or electronic devices during instructional time is at the individual teacher's discretion. Students who do not follow the school-wide rules will receive disciplinary action in line with the school's discipline policy.

## TEACHER AVAILABILITY

Mr. Livingston is available to meet with students before/after school, as well as during nutrition break. If you are struggling with a concept/project that has been covered in class, please meet with him immediately. He is also available to answer any question/concerns via email or telephone.

## GRADING

Homework	25 percent of semester grade
In-Class Assignments	25 percent of semester grade
Major Projects	25 percent of semester grade
Tests and Quizzes	25 percent of semester grade

**Please keep this copy of the *Classroom Expectations and Grading Policy* for Spanish classes at Lower Lake High School and return the bottom portion to Mr. Livingston for credit.**

---

We have read and agree to the *Classroom Expectations and Grading Policy* for Spanish classes at Lower Lake High School. Should we have any questions, we know how to contact Mr. Livingston.

Student: (signature) \_\_\_\_\_

(print) \_\_\_\_\_

Guardian: (signature) \_\_\_\_\_

(print) \_\_\_\_\_

Guardian's email address: \_\_\_\_\_

Guardian's phone number: \_\_\_\_\_