

Spanish 1 Syllabus

& Classroom Vision and Management Plan

Señor Heikell

It is a pleasure to have your child in Spanish 1 class this year. This will be my 16th year in the classroom and my first in the WISD. My goal this to help your child gain an appreciation for the Spanish language and the many unique cultures of which it is associated. To reach this goal, we need a safe and orderly learning environment. Please see the Student Handbook for WISD more details. I will always be available for questions, comments or just to give an update on your child's progress. I know we are going to have a great year in my classroom. Below is a list of some of the more pressing items for this year at Willis High.

Contact Information: The fastest way to contact me is through email. I will get back to you as soon as possible.

wheikell@willisisd.org

Assigned Conference time: 8:20A.M. – 9:00A.M. or after school

Expectations:

1. I expect students to give me their very best in class every day (circumstances permitting).
2. Students will maintain a positive attitude and be respectful of others.
3. Students will be prepared with materials and to work in class.
4. I need students to follow my directions (the first time as much as possible).
5. Everyone will abide by rules found in the Student Handbook.
6. Students will need to study at home (around 1 ½ hours a week or approximately 18 minutes a night).

Discipline Matrix:

These are the steps I follow for any discipline in my classroom. Students need to understand that I will not escalate an issue. I will simply follow these steps. Most of the time step one takes care of the problem.

1. Initial verbal warning
This is a respectful request to stop an unwanted behavior and is done very quickly and discretely. No big deal is made of the issue and I continue teaching the class.
2. Conference with student
The behavior has continued in class and despite several warnings the behavior has not stopped. The teacher politely asks to briefly speak with the student in private at the end of the period. At that point the problem is explained in greater detail and instructions are made on how to rectify the problem.
3. Parent Contact
If a behavior persists then I involve the parents. It may be a phone call, email or, in some cases, a letter home.
4. After School Detention (in teacher's room)
If an office referral is not warranted then I will assign a student detention in my classroom. The student and parents will be notified, with advance notice, as to when and where the detention will occur. In many cases this will be a last chance before a formal office referral is written.
5. Referral (Principal)
Finally, an office referral will be written if a behavior persists. Most of the time this is a last resort to stop a recurring behavior. Although, a serious infraction will result in the immediate assignment of a referral.

Electronic Device Policy:

- Electronics will be used from time to time in class. The teacher will inform the students when this is so.
- All electronic devices will be used in accordance of the school's acceptable use policy.
- District Policy from the Student Handbook: ELECTRONIC DEVICES

District policy prohibits a WISD student from using an electronic device without approval from their teacher for a classroom activity. Students who violate this policy will be subject to disciplinary action. Electronic devices will be collected by staff. On the first offense, the device may be picked up from the principal's office after school for a fee of \$5. On the second offense, the fee is \$10. On the third and any subsequent offense, parents may be required pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Any student refusing to surrender an electronic device to a staff member will be subject to immediate disciplinary action. WISD will not investigate any loss or theft of electronic devices on the WHS campus. One earbud in one ear only will be permitted outside of classrooms. Texas Education Agency prohibits possession of electronic devices in an EOC testing setting.

Grading Policy:

- Formative: 40% (daily grades, quizzes, homework assignments, oral grades, etc)
- Summative: 60% (tests and projects)

Late work policy: The Spanish department is working on a policy for the entire department. Stay tuned for more information.

Tutoring: Mondays and Wednesdays after school in room A328.

Tardy Policy:

- Students must be inside the classroom when the bell rings.
- A tardy will be given to a student who arrives to class after the tardy bell has finished ringing.
- A student will be marked absent after 10 minutes past the tardy bell.