

SAINT CHARLES PREPARATORY SCHOOL

MRS. PEÑA 2011/2012

HOME PHONE: provided on grade report (workweek Monday - Thursday: 5:00 - 8:00 p.m.)

WORK E-MAIL: [ppena@cdeducation.org](mailto:ppena@cdeducation.org). I will e-mail a detailed grade report to the parents every other week or use e-mail to inform you "briefly" of a particular problem. If a parent or student needs to communicate with me, in order to be effective and avoid any misunderstanding, I will ask you to call me at home instead of using e-mail. Calls will be answered as promptly as possible within 24 to 48 hours in the evening during workweek.

TUTORING: 3:10 - 4:10 each Monday and Tuesday. 3:10 - 3:40 Wed., Thur., Fri.

#### I. TEXT BOOKS

GERMAN I: DEUTSCH AKTUELL 1/2

GERMAN II: DEUTSCH AKTUELL 2/3

FRENCH I: BON VOYAGE 1 + supplementary handouts and notes by instructor.

FRENCH II: BON VOYAGE 2 + supplementary handouts and notes by instructor.

#### II. GOAL OF THE COURSE

The primary goal of the course is to introduce students to basic French/ German structures and vocabulary as well as contemporary French/German culture and civilization (notes given in English). If English is the lingua franca of the world, why should Americans bother to learn other languages? It is still the humanistic values of language and culture that best answers this common question. Because it will make you a more understanding person who feels at home in our global world!

#### III. OBJECTIVES OF THE COURSE

To develop reading, writing, speaking, and listening skills. Fluency in a foreign language is a slow, ongoing process, and the result of several years of study.

#### IV. GRADING/MAKE-UP WORK

- The quarter is a cumulative composite of the following parts: quizzes, dialogues/ compositions, participation and finally the two tests which will be weighted 50% of the quarter grade.
- Illegible answers on quizzes and tests will be marked wrong.
- Because of a wide variety of assignments (8) given to students, the make-up quizzes will be only administered as follows: from 7:45 to 8:10 a.m. for vocabulary, verb, culture, and reading quizzes. From 3:10 to 3:40 for dialogues, compositions and tests if not given during class time. Cfr. rule # 9 of Section V for more explanation.

1. QUIZZES: Weekly vocabulary quizzes each valued at fifteen or twenty points; all quiz scores count in the quarter grade. Culture, reading and verb quizzes will also be given, but not on a weekly basis.
2. PRESENTATIONS/COMPOSITIONS: Dialogue presentations each valued at ten points or compositions each valued at twenty points; all presentation and composition scores count in the quarter grade.  
Dialogues: Twenty minutes are given to write a dialogue (one per chapter) with a partner. I will make the corrections in class that day and the lines will have to be memorized for the following day as part of homework. If a student is not prepared at the time of the presentation, he will not receive credit. Both students need to have their entire dialogue written. In case one is absent the next day, I will read the part of the absent student. The absentee will be responsible to present (or write) his dialogue after school within two days after his return to class.  
Compositions: The second year student will have fifty minutes to write an essay; he will be allowed to use his book and dictionary. No credit will be given if topic is not addressed.
3. TESTS: Grammar/ vocabulary/ listening or reading comprehension tests each valued at one hundred points (two per quarter); all tests scores count. The second year student will have for each test a bonus section of ten points which will require a higher level mastery of the language. Tests are returned in a timely manner (within two school days), they are then reviewed in class and returned to the teacher afterwards.

#### CHEATING:

If a student is caught cheating before/during a quiz, test or other assignment, it will result in a failing grade for the quarter. The quarter grade will be a 58%, however, if the student's grade is lower than a 58% at the time of the incident, he will receive the grade earned up to that time.

#### WHAT IS CONSIDERED CHEATING/SUSPICION OF CHEATING IN MY CLASSROOM?

- (A) Looking at another student's copy. While taking a quiz or test, both hands need to be on desk, not in pocket or in front of the face.
- (B) Book, notebook or notes intentionally or unintentionally left open around desk.
- (C) Writing on desk.
- (D) Writing on parts of the body or in/on clothing.
- (E) Talking.
- (F) Using a cell phone or other electronic devices during a quiz or test, submitting a reading passage or writing a dialogue/composition in English and putting it through an internet translator.
- (G) Copying a friend's dialogue.
- (H) Having a friend summarize a reading passage.
- (I) Not passing back a quiz or continuing to write when asked to stop.

4. PARTICIPATION: Twenty points for the in-class participation every week. Please read carefully in section VI the rating scale used to assess the work. The homework for the class will consist of studying the new material covered in class that day. I check daily to see if students are prepared for my class either by calling on them or by giving pop quizzes.
5. QUARTER / SEMESTER GRADE: A 59% does not exist at St. Charles. A grade between a 58.6 and a 59.4 will automatically become a 58%.

#### V. CLASSROOM EXPECTATIONS / RULES (At all times even in my absence)

These few rules will help this to be a good year for all of us. Please read them carefully. A peaceful classroom is essential for a positive learning environment.

RULE 1: Be on time. NO note/excuse from another teacher will be accepted. The only exception will be for those sent late to class by the administration: principal, dean of discipline, guidance or nurse.

RULE 2: Sit quietly when the bell rings. A student is considered “tardy” if he is not in his seat when the bell rings. Please keep your assigned seat. Nobody is allowed behind the teacher’s desk or computer. Nobody will be permitted to leave the classroom (bathroom) unless extreme emergency.

RULE 3: Keep the classroom clean. No food or beverage allowed in the room. Do not write in books, on desks, walls, or spit in the trash can.

RULE 4: Do not talk out of turn, give frivolous answers to entertain the class when called on, talk back when corrected or reprimanded.

RULE 5: Tests scores/ answers and grade report comments are NOT debatable/ discussed during class. If any questions, the student needs to see me after school.

RULE 6: Do not work on any assignment for another class, it will result in confiscation of the material.

RULE 7: No foul language or harassment: verbal (derogatory terms such as “gay” will not be tolerated even if intended as a “joke”)/ physical conduct that embarrasses, denigrates, or shows hostility toward a person because of race, color, religion, gender, national origin, age, disability. If any harassment occurs, the student will be sent to Mr. Lower.

**RULE 8: Absences:** Missing class more than seven times a quarter (including period(s) spent in the nurse's office) will result in a failure for the quarter (unless in the case of extended illness or surgery). The student will be responsible to gather the notes he missed during his absence. The teacher's personal notes will only be given after school and not during class. The student will also be responsible to check upcoming assessments announced during his absence.

**RULE 9: MAKE-UP WORK SCHEDULE:** (A) Quizzes will be administered the day the student returns to school at 7:45 a.m. until 8:10. (Time after 8:10 is reserved for administrative and homeroom business). Failure to show up for a make-up quiz will result in a zero for that assignment. Tests will be given the day the student returns to school at my discretion during his language period or at 3:10 p.m. (unless in the case of extended illness or surgery). Dialogues and compositions have to be made up within two days after return at 3.10 p.m.

(B) The students are not allowed to attend a college presentation on the day of a TEST.

(C) If a student misses my class because he arrives late, is in the nurse's office, is attending a college presentation or any other meeting, and is in school the rest of the day, his make-up quiz has to be taken either after school, during his study hall, or non academic period on that day. If a student plans on missing my class (doctor's appointment) and is not coming back to St. Charles that day, his quiz should be taken that morning from 7:45 to 8:10 a.m.

(D) Quizzes and tests are always announced ahead of time. They are also posted on two calendars in my classroom. I will not send assignments to parents (except in case of extended illnesses). Juniors and seniors should be responsible enough to keep track of their own schedules and grades.

**RULE 10: EXTENDED TIME:** Students on the Modified Education Plan will have to start one or two sections at 7:45 a.m. and finish no later than 8:10 a.m the day of the test. The test will then be completed during the class period. Each student will decide if he wants to take advantage of this option before each test and will inform me by writing his name on a sign-up sheet posted at the door (before day of testing). Reading comprehension assignments and writing already include time and half.

## VI. CLASS PARTICIPATION / PERFORMANCE RATING SCALE

A participation/performance grade is given every week for the following reasons:

1. As an incentive to participate in a constructive manner.

2. To raise the grade average as a reward for good work in class AND doing homework DAILY. The key to learning a foreign language is to review every day. It will lower the grade only if the student does not follow the classroom rules or does not come prepared for class. Every student is responsible for his own behavior.

0 / 20 - Student does not respect classroom expectations (cfr the 10 rules of section V) After the first disruptive behavior, the student will receive a 10 / 20 for the week. It will be the first and last warning of the year indicating the student does not respect my classroom expectations. The second and third disruptive behavior will result in a 0 / 20 for that particular week. The second and third disruptive behavior could occur and be recorded within the same day or week. The fourth disruptive recorded behavior during one quarter will result in a 0 / 200 in participation for the quarter.

8 / 20 - Student does not participate (can never answer correctly when called on) = unacceptable

12 / 20 - Does not volunteer (speaks only when spoken to and listens passively) / poorly prepared/ often incorrect = unsatisfactory

16 / 20 - Volunteers occasionally/hesitant/choppy but usually correct = good

18 / 20 - Volunteers regularly/ well prepared/ usually answers correctly = very good

20 / 20 - Perfect student who volunteers all the time/extremely well prepared/ always answers quickly and gives fluent, understandable and correct responses = excellent