

# Spanish CPA Syllabus & Expectations Assignment



## Steps to Complete Your Assignment:

1.  Go online to: [www.cuadernoestadounidense.com/syllabus](http://www.cuadernoestadounidense.com/syllabus) for instructions.
2.  You will need to verify online that you are accessing the digital copy of the syllabus.
3.  Download and read the syllabus for your class.
4.  Have your parents/adult-at-home fill out the following information and sign that you have viewed and read the syllabus and expectations for this class. Return this entire paper to your teacher.

\*\*This will be a graded assignment!

*If you have trouble, ask for help in class or email Sra. Cross at: Kristen\_Cross@wrsd.net*

## For Student:

Student's Name: \_\_\_\_\_

*By signing you verify that:* I have downloaded the syllabus from the class website. I have read and understand the expectations and rules for this class. I agree to follow the expectations stated. I have read the syllabus and understand what will be required of me in this class. I understand that a large number of assignments will be digital and any problems with Internet access or requests for paper copies should be discussed with Mrs. Cross before class and before the assignment is due.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Parent/Guardian/Adult-at-Home:

*By signing you verify that:* My student and I have downloaded, read, and understand the expectations and rules for this class as presented on the class syllabus available online at: [www.cuadernoestadounidense.com](http://www.cuadernoestadounidense.com). I understand what will be required of my student. I realize that all extra copies of notes and study guides will be provided digitally at the class website unless arranged for otherwise with the teacher via email or below. I understand that a majority of my student's in-school and out-of-school work will be digitally based. The school Internet can be accessed for completing homework assignments before/after school within the school building via Chromebook or phone or at the Media Center. If my student will be not be able to complete homework due to Internet access issues, they must see/contact Mrs. Cross *prior* to class for an extension and/or a printed copy that they can later transcribe.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian/Adult-at-Home Information:

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

Preferred contact person and/or legal guardian: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Email(s): \_\_\_\_\_

*(Please list any email addresses you want student information and/or class newsletters sent to.)*

Phone Number(s): \_\_\_\_\_

Questions/Concerns: \_\_\_\_\_

## Rules and Expectations

1. Respect – you will be respectful of the teacher, classroom, other students and yourself.
2. Assignments will be completed and turned in on time. Assignments are due during class unless otherwise noted.
3. You will come prepared to each class and ready to work – bringing your binder/notebook, Chromebook, headphones, and a pencil. You are expected to be attentive and participate throughout the entire class.
4. Do not bring to or use in class anything that would disrupt or distract others. No cellphones, music, electronics (other than Chromebooks), games, makeup, or food allowed in class (other than snack time).
5. **Chromebooks** may only be used at the discretion of the teacher. They must be brought to class each day and must be charged. You should also have **headphones** which may only be used for assignments.
6. Bags and purses will not be allowed on desks. They must be stored under the desk or in a locker during class time.
7. Class attendance is very important for success in this course. You need to attend class and arrive on time. Tardiness is not acceptable (you must be in your seat by the time the bell rings!). Excessive absences may cause you to fall behind in your work. Keep up with missed work at cuadernoespanol.com and Google Classroom.
8. **Cheating will not be tolerated.** Any student suspected of cheating may receive a zero on the assignment and/or additional punishment. Do not use an online translator or AI to complete any assignment or part of an assignment. Only dictionaries are allowed to look up unknown words and only with teacher permission. All work must be your own! Do not ask other students, relatives, or friends for help on assignments without permission from instructor. Providing assignments to copy/reference will also be considered cheating. *School Policy: All students' academic work must reflect their own honest efforts. Cheating and plagiarism in any form will not be tolerated. This includes, but is not limited to copying homework, papers, lab reports, or quiz or test answers; acquiring or disseminating quizzes or tests before they are administered; or using information from the Internet or other outside sources without proper attribution. Any student known to have cheated will be subjected to penalties, up to receiving "0" for the work. Generative AI, such as ChatGPT, is able to produce content (written, audio, visual) which bypasses the creative functions of its users. Students are responsible for submitting their own work, displaying their own understanding, knowledge and creativity. It is the responsibility of the student to prove that AI was not used by showing the evolution of their work through outlines, drafts, editing, proper citations, etc. If the student admits to using AI or cannot sufficiently defend the authenticity of their work, the consequence will be the same as plagiarism.*

Failure to comply with classroom expectations will result in a discussion about your behavior after class/school, a detention, a call home to your parents, or a team meeting.

## Grading

### Term Grade:

- 45% - Summative Assessments (Test/projects)
- 30% - Formative Assessments (Quizzes)
- 15% - Classwork & Binder checks
- 10% - Homework

### Year Grade:

20% - Term 1	20% - Term 3
20% - Term 2	20% - Term 4
10% - Mid-Term Test	10% - Final Exam

- **Summative Assessments:** At least one per quarter. This may include department standardized tests, classroom projects, and classroom summative assessments/tests. Students will be assessed in the following areas: listening comprehension, written composition, speaking, reading, grammar, vocabulary, and culture. These assessments will generally be given near the end of a unit to assess students' skills and knowledge.
- **Projects:** Students will be given several projects throughout the year and will be responsible for completing them during the assigned class time and outside of class if needed. Projects are equivalent to a summative assessment grade.
- **Formative Assessments (Quizzes):** Given throughout each unit. Formative assessments may include department standardized quizzes, classroom formative assessments/quizzes and take-home quizzes. They may cover vocabulary, grammar, culture, and other content discussed during class.
- **Class work and participation:** work done during class time. Based on participating in class discussions, answering questions, and completing assigned class work. Students will work in the five main areas during class to practice: speaking, listening, writing, reading, and culture.
- **Homework:** Homework is an essential part of learning and practice. You are expected to complete it fully and bring it on the day it is due. Vocabulary lists will be counted as a triple homework grade. Late homework will not be accepted. In the case of an absence, regular makeup time is given to complete the missing homework.
- **Homework passes:** are worth 5 points and may be used for a missing homework assignment or added to a classwork grade. They may not be used for vocabulary lists, or parental signatures, or take-home quizzes.
- **Binder checks:** Equivalent to a classwork grade. Checking to see that you have been taking notes, keeping handouts and answering the question of day.
- **Extra credit:** options will be given throughout the year for points on homework/classwork. However, students should not rely on extra credit to make up for not turning in assigned work (ie. Extra credit may not be accepted if a student has missed a large number of other assignments. Extra credit is not applicable to assessments.)
- **Make up/Missing work:** Students should try to make up work within 2 school days for every day absent. For more than a week absent, make up time will be done on a case-by-case basis (see teacher immediately). It is the *responsibility of the student* to stay on top of missed work and arrange for a time to make up any missed quizzes/tests. Students will not be allowed to make up quizzes/tests during the school day. They must come in before or after school to make up work. All makeup/missing work is due by the end of the grading quarter unless otherwise specified. Check **PowerSchool, cuadernoespanol.com, & Google Classroom** for missed work when you are out!