**LIGON GT MAGNET MIDDLE SCHOOL**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**706 East Lenoir Street \* Raleigh, North Carolina 27601 \* 919.856.7929**

#  ¡Español!

To: Señora Skinner’s Students and Parents

From: Sra. Skinner

Date: August 25, 2014

*¡Bienvenidos!* Welcome to all returning and new Spanish students at Ligon! I am looking forward to an exciting and successful year with each of you.

We have four levels of Spanish at Ligon. Spanish I and Spanish II are designed to complete the equivalent of one year of high school Spanish. Students successfully completing Spanish II *may be* recommended for high school Spanish II as freshmen. Spanish III/IV is a continuation of the Spanish study program. These are designed to complete the equivalent of the second year of high school Spanish. Students completing these courses *may be* eligible for Spanish II or III in high school.

\*\*Note: Upon successful completion of Spanish II, III, or IV students will take an assessment to confirm high school placement recommendations.

**Supplies**

1. There will be a classroom set of textbooks. You will have access to textbooks and workbooks during class activities. Copies of important textbook/workbook activities will be provided in class as well. There is also online access. You will be receiving the code for online access in a separate document. Dictionaries will be available in the classroom.
2. Students will need a 3-ring binder. If you have a large binder big enough for more than one subject, you may designate a section in it for Spanish.
3. Students will use their **Ligon Student Agendas** for recording homework assignments.
4. Students must bring **assignments, binder, an agenda, paper and a pencil** to class every day.

**Absences / Extra Help / Make-ups** **/ Late Work Policy**

1. Students are expected to arrange with teachers to make up work missed due to absences. Students and parents may check my class site for information. The site will be updated daily with assignments. It can be found at: [**http://sraskinner.weebly.com/**](http://sraskinner.weebly.com/)**.** There is also a direct link from the Ligon staff webpage. *If an absence is approved in advance or if work is assigned by a teacher in advance, then the assignments including test assigned for the day of return, are due upon the student’s return to school. If the absence was not planned in advance, students will have one day for each day absent for absences of one to three days. Students have two days for each day absent to make up work if absences exceed three days (Ligon policy, please see student handbook for details).*
2. I am available for extra help sessions. If you plan to come before/after school inform me via email (*dskinner2@wcpss.net*) and we can schedule a time that works for us!
3. Ligon Late Work Policy:

**On time** = A possible 100%

**ONE** day late = -20 points (80%)

**Two** days late = -30 points (70%)

**Three** days late = -40 points (60%)

**Four** days late = NHI (50%)

\*NHI= Not Handed In

**Grading / Academic Expectations**

1. Grades are computed as follows:

 45% - Graded Assessments (tests, major skits, compositions, projects, etc.)

35% - Quizzes

20% - Homework / Classwork / Class Participation.

***READ THIS!! 🡪 🡪***Bring completed homework and all necessary materials to class each day. Learning a language is not a spectator sport! Preparedness and active, focused participation are critical in developing all 4 language skills: listening, speaking, reading and writing.

1. All Spanish classes (all levels) are **academic electives**. Students should expect homework. If no homework is given for a particular day, students should be reviewing notes.
2. Expect **weekly quizzes.** Keep up with assignments and ask questions when you need clarification.
3. Don’t be afraid to ask for extra help!
4. Error analysis (*tests only, no quizzes*): If you make below an 85 on a test, you will have the opportunity to turn in error analysis to regain partial points for missed questions (to be added to your original test score). The procedure for error analysis will be reviewed in class in detail and you must fill out the error analysis sheet correctly in order to receive points back. This sheet is posted on my website at [**http://sraskinner.weebly.com/**](http://sraskinner.weebly.com/)**.** Error analysis is due within one week from when the original test is returned to students.

\*Note: Sra. Skinner *may* offer whole-class retests at her discretion. These opportunities will be announced and will be available to all, regardless of test score.

*Learning a language is a sequential and cumulative process. Each new piece you learn builds on previous knowledge, so you need to master each step. If a poor test grade shows you haven’t mastered that step, then go back, restudy, ask questions, and do your error analysis! ☺*

**Behavioral Expectations**

**ROAR**🡪 **R**espect yourself & others. **O**wn your actions. **A**pply positive leadership. **R**espect our school.

This is our slogan at Ligon and the way students and staff are expected to conduct themselves.

I expect to give frequent positive reinforcement for jobs well done. I do not expect to have to respond often to recurring inappropriate behavior, but I will do so quickly if needed. If inappropriate behavior continues after I talk with the student, I will call home to conference with parents. I will also notify parents if I send a student to “time-out” or if I need to refer a student to an administrator or counselor.

The Ligon Classroom Expectations are posted in the classroom. Here are some of the key highlights of my expectations. We will go over all of the expectations and practice them!

**RESPECT YOURSELF & OTHERS:**

1. Respond appropriately to Mrs.Skinner and other students.
2. Be an active learner.
3. Treat others and their property appropriately.
4. Use appropriate and positive language.
5. Keep your hands and feet to yourself.

 **OWN YOUR ACTIONS:**

* Have all assignments on due date.
* Keep track of your belongings.

**APPLY POSITIVE LEADERSHIP:**

* Arrive to class on time with materials.
* Have an encouraging attitude.

**RESPECT OUR SCHOOL**

* Use supplies wisely.
* Respect classroom property.

All expectations apply to me, too! If everyone observes them, we will all succeed - collectively and individually. It’s the way we do business, and it will make the year *¡fabuloso! ifantástico! ¡maravilloso! ¡magnífico!* for everyone. Key words are: ***preparación, atención, consideración, y respeto.***

Please **contact me** at school or by email whenever you have questions or concerns. If you leave a message for me at school, I will return your call as soon as possible. The quickest way to reach me is through email.

 Ligon: Telephone **856-7929**; Email <**dskinner2@wcpss.net**>.

**¡Muchas gracias!**

PLEASE SIGN BELOW & KEEP THIS LETTER IN THE FRONT OF YOUR NOTEBOOK!!

-Gracias, Sra.Skinner

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parents/Guardians,

 If you have any questions or concerns, feel free to email me or write a quick note in the space below.