**Bienvenidos a la clase de Español !**

**Welcome to Spanish Class!**

**Sra. H. Gomez.**

Spanish I.

Sra. Gomez gomezh@gcsnc.com Room **A-16 Ext: 556672**

**Dear Parents/ Guardians/ Students :**

 **I am Mrs. Haidy Gomez, your new Spanish teacher for this semester.** I am very excited to be teaching Spanish I. I will be teaching Spanish 3, Spanish IV and AP Spanish at Southern Guilford this year. I am originally from Colombia; I have a **M.Ed.** and a **Master of Arts** with emphasis in Spanish Literature from UNCG. I have been teaching for thirty five years and this is my 19th year at GCS!.

 In order to have a successful year, it is imperative that you read through and familiarize yourself with my rules and procedures. I look forward to teaching each and every one of you this year!

**Required Supplies: Please have these supplies by not later tan 2nd week of school.**

* **A Composition Notebook**. We will use it to take and keep notes *every day*. It will be checked periodically.
* **Glue sticks** (*at least 3 to start with*). We use it ***every day*** as well. Every student needs to have their own material due to healthy issues.
* Pens /pencils ( ***two sharpened pencils every day) Highlighters (2 different colors)***
* 3x5 note cards (two packs)
* ***Color pencils*: 1 box.**

**Classroom Rules:**

1. Follow ALL directions.
2. Enter classroom quietly, promptly, and ready to engage. Sit in your ***assigned*** seat every day.
3. **All food, gum, and beverages must be put up when entering the classroom**. (no exceptions)
4. Respect everyone in the classroom: Listen when someone is talking and raise your hand if you have questions.
5. Be prepared with all necessary materials. Please have all listed materials by the second week of school.
6. **Cellphones,** and **head gear** are not allowed in the classroom.

We will follow the GCS protocol for these items.

**Other important class information and procedures:**

* **Responding emails/ phone calls: Please be aware I may be teaching during a phone call. I will be able to answer emails and phone class after class, during planning or early in the mornings. It may take up to 24 hours for me to respond. Please be patient. If after 24 hours I have not responded please email me again. Kindness and respect should be the appropriate form to address any kind of communication.**

**Cell Phone Policies by the School: Phone/Electronic Use in the Classroom**

The only electronic devices permitted in the classroom are school-distributed Chromebooks. All non-school sanctioned devices are to be kept out of sight and silenced in students’ bookbag until the new cell phone systems arrive. When the cell phone collection system arrives, students will comply by turning off or silencing their cell phones when entering the classroom and placing them in the specified slot.

Prohibited devices include, but are not limited to:

* Cell phones
* Headphones/AirPods
* Personal computers
* Gaming devices
* Bluetooth speakers

\*Smartwatches and fitness bands may not be used to communicate via text or calls or in any similar capacity as a cell phone. If these items are used in this way, they will be subject to the same rules as cell phones.

**Upon entry to the classroom, until the cell phone collection system arrives, students will secure all prohibited electronics in their bookbags, as indicated by staff and place all items needed for class on the desk.**

**Students may not** access their bookbags again until the end of class. If a student does not have a bookbag, they will turn in their devices to their teacher. Students who are found to have a prohibited device during class or refuse to comply with this policy will face the consequences listed below:

**Consequences**

* 1st Offense – Verbal Warning
* 2nd Offense – Loss of device for the remainder of class period AND Parent/Guardian contact
* 3rd Offense – Loss of device for the remainder of the school day AND Parent/Guardian contact; student may collect their confiscated devices after dismissal
* 4th Offense and beyond – Loss of device until Parent/Guardian comes to the school to collect the confiscated device(s) from the front office

The first and second offenses are managed by a teacher; once a student’s device has been held in the office one time, all future infractions will require parent pickup.

*\*Students with a medical need that requires access to personal electronics (e.g. glucose monitoring) must have proper documentation filed with the school nurse and a care plan with permitted electronic device use clearly listed. Also, students will be seated in close proximity of the device.*

Failure to comply with this policy is a violation of Rule 6 (non-compliance) in the Guilford County Schools Handbook; appropriate disciplinary actions will be taken.

**Absences/Missing Assignments**

1. Students will have 3 days to make up any missing work due to an absence. For each subsequent day that the assignment is late, 10 points will be deducted.
2. If you are absent on the day of a test, quiz, project, writing assignment or presentation, your grade will be recorded as a ***ZERO*** *until you make it up*. If you choose not to make it up, you will not be excused. This *ZERO will be averaged into your final grade*. You are responsible for making an appointment with me to make up the missed assignment**. Learning Hub is the only option this semester**.
3. If you are absent on the day a test, quiz, presentation, project or writing assignment is assigned, you *are still responsible for the assignments*. There will be a space in the back of the classroom where all extra- assignments are left. Find them and complete them as soon as you come back to class. It is your responsibility to complete the assignments you are missing because of your absences. *No one is exempted from completing the work when absent.*
4. Be aware of Guilford County’s policies and the number of acceptable absences. (Found in your handbook.) **3 or less absences for the entire semester and a B or higher as a final grade will be exempted of final exam.**
5. ***Warm ups/ Notebook will be collected every 2 weeks.*** Make sure you complete the missing warm ups before they are collected; after that you **will get 10 points off.** Being absent is not an excuse for not completing your assignments. **You still have to make up the missing work.** Every activity in the notebook needs to be completed *and glued it to notebook*. No exceptions.
6. **Grading Policy:**

 **Test : 25%**

 **Projects: 25%**

 **Classwork: 30%**

 **Quizzes/ Homework: 20%**

**Tutorial: learning Hub:**

**Please feel free to email me, Haidy Gomez :** **gomezh@gcsnc.com**

**or call to the school 336-674-4250 Room A16 . Ext: 556672**