

--GENERAL--

Good morning!!

Thank you so much for covering my classes today! I have five classes of bright, enthusiastic, prepubescent Spanish learners. I pray that you will be blessed by your time here, but...there are no guarantees in middle school! I strive to pour respect into my students that it might pour out from them as well. Please leave me a detailed explanation of specific student behavior (positive and negative) for each class so that I can write positive and negative referrals or make phone calls as needed. If you leave me the information, I will take care of that for you.

You will follow this schedule. Please greet students at the door as they arrive.

Period 1	8:15-9:05	Spanish A	6th and 7th grade
Period 2	9:10-9:55	Spanish A	6th grade
Period 3	10:00-10:45	Personal Planning	No students
Period 4	10:50-11:30	Team planning	No students
Lunch	11:35-12:05	Lunch	
Period 5	12:10-1:05	Spanish 2A	8th grade
Period 6	1:10-1:55	Spanish B	7th and 8th grade
Period 7	2:00-2:45	Spanish B	7th and 8th grade

TARDY POLICY

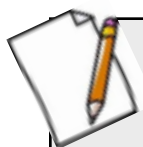
Students are considered tardy if they are not in their seats when the bell rings. If a student is late, please mark a 'T' on the seating chart next to his or her name so that I can follow up with consequences when I return.



PASS POLICY

Students may go to the bathroom and get drinks of water at your discretion. I typically do not allow students to go to the bathroom during the last ten minutes of the period. Make sure that students sign out on the green pass if they go to the bathroom or to their lockers. You must keep the green pass at your desk and hand it to students to sign their name and time out, then take it back from them after they return and fill out their time in. Do not leave the pass by the door.





If students don't have paper, they may take paper from the notebooks in the paper box by the front table. If they need a pencil, they may sign one out from the gold basket on my desk, but they must sign it back in at the end of the period. ALL of my students know this, but will often "forget" until you see them not working and remind them of the location of the supplies.

At the end of each period, please give a "Star Student" ticket to anyone that has behaved EXCEPTIONALLY. Have them write their names on it and put it in their class' s Ziploc bag. They are eligible for the drawing on Friday. Do NOT give these out liberally.

