

Srta. Hawkins's Classroom Procedures

Getting your attention

I will clap my hands twice, say my part of the signal. You will stop talking, look at me, clap your hands twice, and say your part of the signal, then be quiet. If it is not silent afterwards, the class will receive a strike.

Attention signal for our class:

_____ - _____.

Speaking English

I will speak English for 2 minutes at the end of the period if the class does not have 3 strikes.

Starting class

You must be writing in your diary when the bell rings. Everyday there will be a diary prompt on the board. The prompt is just an idea, you can write in Spanish about whatever you want. Students are rewarded points for not talking and keeping the pencil moving for the full 10 minutes. Sometimes the warm-up will directly follow the diary, other times we will do it later in the period.

Taking attendance

Attendance is taken during "diario" and you must be in your assigned seat to be marked present.

Dismissing class*

Students are to remain seated and refrain from packing their things until the bell rings (see rule #1). After the bell rings, once all students are seated and looking at me, I will say, "¡Alumnos!" and students will respond, "¡Sí, señorita!" I'll then say, "Gracias por aprender," and you'll say, "Gracias por enseñarnos." When I say "adiós" you may leave. It takes just 10 seconds if I don't have to wait and everyone responds loudly enough.

What to do when you're done

Here are your options in this order:

1. Make-up work from my class
2. Homework from other class
3. Read a book
4. Extra Credit Assignment

Arriving tardy

Enter room quietly and appropriately. Sign the clipboard. Set your note on my computer keyboard. I'll change your absence in Skyward at the end of the day.

Getting help from Srta. Hawkins

I love answering questions, but I also want to teach you how to use your resources (see flowchart):

1. Look in dictionary, textbook, handouts, & notes.
2. Ask a trusted neighbor.
3. Raise your hand and keep working until I get to you.

Materials

If you are unprepared with the required materials, you may not use the hall-pass to go to your locker. If you run there before the bell rings, you must be back in your seat by the time I take roll or you'll be tardy. Lined paper can be found on the back counter. Ask a neighbor if you can borrow a pencil or give me a shoe and I'll give you a pencil. Return it and you can have your shoe back.

Bathroom

Don't go to the bathroom during my class—go before. In the case of emergency (see planner) you will be provided with 2 "potty-passes" per quarter (use them wisely). No need to ask for permission or explain, just hand me the yellow pass, take the hall-pass, and go. Be back soon. If you don't use them, they're extra credit.

Emergency Alert

1. Stay Calm
2. Quickly gather belongings
3. Listen for instructions from Srta. Hawkins
4. If we go outside, follow me in a line

Make-up work

When you miss class, you need to check the class website srtahawkins.weebly.com to see what was missed. Use your problem solving skills to decide what you need to do. All handouts and materials can be accessed and printed out through the website.

Sometimes these handouts will be saved in the

Spanish crate at the back of the classroom in the appropriately dated folder. You can work on make-up assignments when you're done with your other work. Ask a classmate if you have questions. Please save all other questions for before or after school or in an email to me. Do NOT ask me at the beginning, during, or right after class. You are responsible for getting the handouts you missed from online or the back (not me).

Turning in make-up work

The "make-up work" basket is for late, absent, and make-up work. Extra credit can also be turned in there. Label your work with your name, date, **period**, and the Skyward assignment name/due date (I'm not a detective). Stamp your work with the date stamp (the current day that you are actually turning it in).

Missing assignments on Skyward

If assignments are marked as missing, you can still turn them in to the make-up basket for credit (see disclosure for details). Once the missing check is gone, it is past the late and absent deadline and cannot be submitted for any credit. I will remove the missing checks 2 weeks after the original due date on Skyward.

Turning things in

Make sure your assignment has your name, class period, and date. If there is no space to fill it in, write it in the top right hand corner. Pass your assignment to the person in front of you. People at the front of the row pass papers to the left. **Always put your paper on top of the papers passed to you. Do not pass your paper up or to the left until you have everybody else's.** Section leaders get up and put the papers face-up in that period's basket.

Check the top paper passed to you and remind your neighbor to put name, date, or period if missing.

Passing out papers

Take one from the pile, divide the pile in half, and pass each half to different people who do not yet have papers (this may require some getting up). If you don't have a paper, raise your hand and the person with extras should pass one to you. Pass all extras to the section leader. Section leader returns papers to front table.

No names

Papers without a name will be put in the no-name basket. If you have a missing assignment in Skyward for something you think you turned in, check through your things, then look through the no-name basket before talking to me.

Questions about grades

Do not ask me about your grade or missing assignments before, during, or after class. Send me an email or visit me during "late-start" (Mon./Wed./Fri. morning).

Emailing me

If you email me, I am more likely to take care of what you need than if you just talk to me. However, please identify yourself in the email. Put your subject in the following format: Period # - Full name - Subject.

Examples:

5 – John Doe – Missing "Let's Talk"

1 – Jane Smith – Presentation Attached

PLEASE have your parents follow this same format.

Parental Contact

Each Monday, I email parents a progress report for Spanish class. Parents also receive mailed "Husky Grams" when students do superior work. I may also call home with good news just to surprise your parents.

When there a concern comes up, I will call, email, or send a notice of concern home to your parent. Sometimes administrator referral may also involve contacting parents/guardians.

Going to the lab

1. Take needed materials with you
2. Go directly to our destination quietly
3. Quickly find and log onto computer
4. Listen and follow directions for assignment
5. Once directions have been given, you may check grades than get to work immediately.
6. **Use time wisely.**

Left something in my class

Everything left in my class (from jackets to binders to Spanish worksheets) can be found in the brown lost and found tote on the back counter. If you lose a worksheet, check there before getting a new copy from the Spanish files/front table.