

**Department of World Languages**  
**Ridgefield High School**

***Department Procedures, Policies, and Expectations***

I, \_\_\_\_\_ (print student's name) intend to take responsibility for my language learning by abiding by the following World Language Department procedures, policies, and expectations.

\_\_\_\_\_ (student's signature) I fully comprehend the below regulations and intend to follow them to the best of my ability. I am a serious language learner and want to learn.

***Procedures, Policies, and Expectations:***

1. *Students are expected to enter the classroom quickly and courteously.*
2. *Students are expected to go directly to his or her designated seat upon entering the classroom. Students are expected to take out the appropriate materials for the course: text, workbook, homework, organized binder, assignment pad, and writing utensils. All materials are to be brought to class on a daily basis regardless of usage for that day.*
3. *Students are expected to copy the homework assignment from the board the last 5 minutes of the period. Homework is also posted on the teacher web page. You are responsible for reviewing this information daily. Homework done during class time will not be accepted.*
4. *Gum chewing disrupts proper pronunciation. Gum must be discarded upon arrival to class.*
5. *Students are expected to respect the traditions and customs of the studied language. One custom being to remove your hat when indoors. Please do so upon arrival to class.*
6. *Students are expected to begin the "Do Now" assignment posted on the board upon entering the classroom. You will have 5-10 minutes to complete this warm up task. If you enter the room before the bell, you should begin this task immediately.*
7. *In promoting a positive and productive classroom environment, students are asked not to stand up to sharpen pencils, throw away paper, walk around the classroom, use ipods or cell phones, or engage in side conversations during a lesson. These are examples of activities that are distracting to the learner. Cell phones should be placed in the school bag unless the teacher specifically indicates it will be used as part of the lesson or it is part of an accommodation plan. Otherwise cell phones should not be used or seen during class. Rules broken may result in a dean referral.*
8. *Students are expected to demonstrate respect for themselves, each other, and the teacher at all times. Insubordination will not be tolerated.*
9. *All written work is to be submitted with the following heading:*

*Name*

*Period and Level*

*Date*

*Assignment Title (Homework, Quiz, ... Topic)*

10. *Students are expected to respond in the target language. If you do not know a certain vocabulary word in the target language, the student is expected to look it up or to practice circumlocution. Exception: Latin*
11. *Students are required to raise their hand when they have a question. Students calling out and not allowing others to speak when it is their turn will not be acknowledged. Learning to listen to others when it is their turn to speak is part of your learning experience.*
12. *If you miss an assignment due to absence, it is your responsibility to consult the classroom assignment book or to view the assignment on line. (Teacher Web Page) Extra help is available before or after school to all students by appt.*
13. *Students are expected to organize their time so that they may have 20-30 minutes daily to study the new language. Language study is a building process. Information must be repeated and memorized on a daily basis.*
14. *If you need to use the rest room or have a guidance counselor appointment, try to do so during the warm up assignment at the start of the class. You must sign in and out when leaving the room. This also applies to going to the nurse, locker, and main office. There is a specific notebook located by the door in your room.*
15. *All books are to be well maintained and covered at all times. You are not permitted to write in the text or workbook. There will be a charge for damaged or lost books or workbooks. Many textbooks cost over \$80.*
16. *Comments, personal issues or concerns may be addressed at the end of the class or if needed, by appointment.*
17. *Please review goals and objectives for language learners. They should be adopted as your own.*
18. *There is a departmental grading rationale for all languages and levels.  
Levels 4,5, & AP are broken down as follows:  
Oral Work: 25%, Written Work: 25%, Quizzes: 25%, Tests: 25%  
Levels 1,2,&3 are broken down as follows:  
20% Participation (Presentations, PBLA's, Projects, Group Work, Classwork, etc.)  
40% Exams  
40% Quizzes  
Homework will be averaged into the quiz category. There will be one grade that goes into the homework category that will count as a 100 point quiz. Each missing homework assignment will result in minus 10 points from that homework/quiz grade. In addition, the teacher may collect and grade several homework assignments and count them as a quiz grade.  
Mid-term and final exams count as 20% of your final grade for the course. Seniors do not take final exams due to internships.*
19. *No partial credit will be given for homework. Homework is to be done completely and conscientiously in order to prepare well for the following day's lesson. Homework will only be accepted on the day it is due unless the student has a legitimate excused reason. The missed assignment deadline for a legitimate absence is 2 days. Unexcused tardies or absences will result in a 0% for each day*
20. *Chapter exams will be given at the end of each unit. Tests consists of reading, writing, speaking and listening sections. Exams are announced one week in advance. The missed exam deadline is 5 days from the date of the exam and is given by appointment.*

21. *Participation includes the following areas: attentiveness in class, willingness to learn, effort, preparation, target time, attendance, discussion, and any other individual or paired presentational or project based learning task assigned during class.*
  22. *Students are expected to hand in authentic work. On-line translations will not be accepted as your own work.*
  23. *Students will become immersed in the target language. Students should expect to use the language as much as possible to communicate with peers and their teacher in the language of study. Lessons will gradually be taught in nearly 80-100% in the language. Exception: Latin*
  24. *Language students interested in taking AP must be recommended by the level 4H teacher and World Language Chairperson in order to register for that course. Level 4H is a required pre-requisite for AP.*
- \* Exceptional language students in levels 1-2 with an A to A+ average will be allowed to skip a level the following school year as a result of scoring 90% or better on the summer placement exam. This opportunity is given as part of the Summer Language Immersion Institute program every July. See your teacher for more details.*

