**STUDENT-TEACHER RESPONSIBILITY CONTRACT**

**Dear Student:**

Welcome to the Department of Spanish. We offer an exciting series of courses to help prepare you for college and future employment. We hope you will achieve success and enjoy our courses.

**Students’ Responsibilities**

1. I must have a **3 ring binder** dedicated to Spanish, a **folder** and **loose leaf paper.**
2. I must **be prepared** with pen/pencil, notebook and folder/binder with paper **daily**.
3. I will attend class regularly and maintain good **attendance** **and punctuality** throughout the year. If I am absent, I will bring in an absence note, signed by my parent(s)/ guardian/physician. If I am late, I will present a legitimate late pass signed by a staff member.
4. I am responsible for completing all **homework assignments & projects** by the due date and I agree to accept penalties in the form of a reduced grade if I fail to meet deadline.
5. I will also complete all exams to the best of my ability. I will be **present** on the announced test dates. The teacher will give the required make-up exam only when presented with a legitimate **absence note**.
6. I will remember to treat all members of this class with **respect** and expect to be treated the same manner. I will raise my hand and wait to be recognized **before speaking.** I understand that my behavior and class participation are included in the overall grade. I will participate in all classroom discussions and projects while maintaining proper behavior.
7. I understand that I-pods, cell phones and other electronic devices are **not** permitted in **WHSAD**. Hats and do-rags may **not** be worn in class. Inappropriate language is prohibited in the classroom.
8. I understand that a **food is not permitted** in the classroom.
9. I may not leave the classroom to see my guidance counselor or other staff members unless requested by them with a **pass**. I must make an appointment to see them during my lunch period or before or after school.
10. The use of the **Hall Pass** will be limited to emergency situations and **I must return promptly** (max 5 minutes). Passes will **not** be permitted during the first and last ten (10) minutes of any period.

**Teacher’s Responsibilities**

The teacher will provide classroom instruction and guidance to enable students to meet the course requirements. This instruction will include daily lessons, homework assignments and special projects. The teacher will also evaluate the students’ performance based upon the following criteria: (Back 🡪)

**GRADING POLICY**

**Please note: Grades are cumulative! Your final grade is a combined average of all 3 marking periods.**

Assessments (Exams, Writing tasks/Essays & Projects – 30% / Quizzes – 10%) 40%

Notebook/Daily Student Work (Classwork - 30% / Homework – 10%) 40%

Class Participation 20%

**I understand that these are my responsibilities and commitments for the 2015-16 school year**.

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 Teacher’s Signature Student’s Signature

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 Parent’s Signature Date