POLICIES

A. PUNCTUALITY - Students are required to arrive to class before the late bell rings. In case of lateness, a “late pass” must be shown. Excessive unspecified and irresponsible lateness may result in poor academic performance. Lateness to class will be reflected on the school record.

B. ATTENDANCE - Students returning from absence are required to present proper documentation explaining the absence. This note is to be signed by all subject teachers. If a note is not presented, the absence is “unexcused”, and may be interpreted as a “cut”. Absences will be reflected on the school record.

C. COMPORTMENT - Respectful behavior is expected from all Tech students. Such activities as calling-out, putting on make-up or grooming, wearing hats or other headgear, cell phones and other electronic devices are NOT permitted. Cell phones are subject to being confiscated. Students should enter their language class prepared to begin work immediately. Language classes begin with a do-now, to prepare for the forthcoming lesson. Tech students must respect school property, including textbooks, desks and walls. Students will be required to pay for damaged textbooks.

D. HOMEWORK - Mastering a foreign language is a most rewarding experience, but one which takes effort. The advantage that high school students have is one of daily exposure to the new language. Once concepts are taught in class, they must be reinforced at home. A new language cannot become a natural response until it is utilized repeatedly. Homework will be given on a daily basis. Late homework will not be accepted unless accompanied by appropriate documentation. Students are urged to have the phone numbers/emails of two students in the class so that they can return to class prepared after an absence.

E. GRADES - Grades are based on exams, quizzes (announced and un-announced), projects, class-participation, general effort and compositions. A final exam is given at the end of each term. Exams, especially finals, will test reading, writing, listening. Speaking of the target language will be assessed during class time. Level three students are required to pass the New York City Department of Education Comprehensive Examination in LOTE. Students with low academic performance are required to attend tutoring. Note: A minimum of three (3), full period tests for quarter/ marking period is required. Throughout the semester students will complete all of the following: a quiz, a written project and an oral presentation. Make-up assessments will be given within a time limit set by the teacher. Unethical behavior during examinations will be dealt with according to school policy.

Tests: 60%
Oral Presentations, Projects, Quizzes, (OPQ): 20%
Class Participation: 10% (the target language should be used at all times in class).
Homework: 10%
* NYC DOE comprehensive exams will be worth 20% of the spring final grade.
* Students are expected to be in school during Regents week in January.
* Reminder: Course credit is cumulative/annualized, starting in the fall and finishing in the spring.

F - BOOKS AND NOTEBOOKS - Students are required to bring textbooks and notebooks to class daily. Notebooks may be checked for completeness and proper organization at any time during the semester. Electronic access to some textbooks and websites are necessary to reinforce learning. We highly recommend that each student have a bilingual dictionary in class. **AP students are required to register (including making payments) and take Advanced Placement exam. The class grade given to the student passing the class but NOT taking the examination will be reduced to 65 and the AP designation will be removed from the course description on the transcript. We highly recommend that AP students have a thesaurus in the target language.

I have read the above policies and understand what is expected of my daughter/son in his/her language class. I also understand that I will be able to follow my child’s academic progress online through Skedula.

(Print student’s name – Prefect) (Print Parent’s name)

(Student’s signature) (Date) (Parent’s signature) (Date)

Guidance Counselor (Parent’s daytime contact phone number)

(Parent’s e-mail address)