

Links to sites and information of interest can also be found at <http://www.ignatius.edu/Turner/>
A copy of these guidelines and additional information can be found at <http://www.maturner.com>
¡Exprésate! can be accessed online at <http://my.hrw.com> (user ID and password required)

BEHAVIOR

Follow the guidelines in the *Student Handbook* and those provided by the teacher. Please keep these guidelines in your French/Spanish notebook or folder for easy ready reference. A simple rule to follow is *to use common sense and respect*.

TARDINESS

Tardiness is absolutely unacceptable without an admit slip from someone authorized to give one. If you are not silent, in your seat, with your jacket off, French/Spanish book(s) on your desk and ready to work when the bell rings, you are tardy.

ABSENCE

Please avoid being absent. If you do miss a class, call a classmate to get missed work, assignments, etc. You will be provided with a list of phone numbers for the entire class. You are expected to take your French/Spanish/Linguistics texts and notebooks home every night for regular review. Not having the appropriate books will not be accepted as a reason for missed homework.

HOMEWORK

Never miss doing it! There are **no excuses**, including absence. If there is a legitimate reason for missing homework (the *teacher* determines the legitimacy), it must be turned in the day after you return.

Information about assignments can be obtained via the Internet at <http://www.ignatius.edu/Turner/> or via voice mail at **(216) 651-0222** between 6:00pm and 7:30am. To access the homework voice mail message, dial **411**, then **TUR (887)**, then **1** to confirm. I can also be contacted via e-mail at MTurner@ignatius.edu.

All written work must include your name, the date, and class period. Unless instructed to do otherwise by the teacher, homework should be done on ruled 8½ x 11 inch paper and written in ink. All compositions are to be double-spaced (skip lines). Your written work should be neat, clean, and a source of personal pride.

In **French/Spanish** class, you are given no credit for doing homework. It is what you are expected to do.

Missed homework counts heavily against you. For example, if you earn a 91.5 (a **B+**) during a grading period, one missed homework automatically lowers your grade by one letter step to a **B**. Two missed homeworks automatically lower your grade by two letter steps to a **B-**.

Homework does not merely refer to written work. *Homework means anything done outside of the classroom, including reading, review, oral preparation and anything else non-written.* Homework is **your key to success**. It allows you to *practice* the tasks you will be required to perform in class, in oral presentations, and on quizzes, tests, and exams.

QUIZZES, TESTS, EXAMS

Normally, quizzes, tests, and exams are announced in advance. However, the teacher does reserve the right to give unannounced quizzes and tests.

GRADING

All grades (except **French IV**) given will be **semester** grades. First and third quarter grades are essentially progress reports. **French IV** is composed of four quarter courses. The semester grades will be an average of the two quarter grades. The weighted value of your grade will be as follows:

| FRENCH III | FRENCH IV | AP FRENCH LITERATURE | SPANISH I |
|------------|--|----------------------|-----------|
| 20% Orals | <i>First Semester</i> | 50% Comps | 25% Orals |
| 20% Comps | 50% Composition/ Conversation Quarter | 25% Quizzes/Tests | 50% Tests |
| 40% Tests | 50% History Quarter | 25% Final | 25% Final |
| 20% Final | <i>Second Semester</i> | | |
| | 50% Literature Quarter | | |
| | 50% Culture Quarter | | |

Test averages include the quiz average weighted as an additional test. The lowest percentage quiz score will be dropped each semester before calculating this average. **Spanish I** students with a semester average below a **C-** will receive a grade of **NP (Not Proficient)** and will be required to repeat that semester.

Current grades and averages can be accessed online via **NetClassroom** (user ID and password required).

SUPPLIES

Every day in class, you must have *two pens, paper, notebook, assignment book, appropriate text(s)* and any other item(s) the teacher may instruct you to bring. In addition, **French III, IV** and **AP** students are required to have a dictionary. The *Harrap's Compact* or the *Webster's New World* is recommended. Copies of either edition will be available for purchase through the Saint Ignatius Bookstore.

COMPUTER SOFTWARE

Certain computer software is available for student use on the school network or at home. Please consult the chart below. Those that are marked "free" can be copied from the school network. See teacher for details and instructions.

| Language | Title | Level | Format | Price |
|----------|--|--------------------|-----------|-------|
| French | French Computerized Grammar I and II | I, II, III, IV, AP | PC | free |
| Spanish | Spanish Computerized Grammar I and II | I, II, III, IV, AP | PC | free |
| French | Système-D Version 4.0 CD-ROM | III, IV, AP | PC or Mac | \$35 |
| Spanish | Atajo Version 4.0 CD-ROM | III, IV, AP | PC or Mac | \$35 |

For additional software recommendations, please contact the teacher.

EXTRA-CREDIT

In general, I do not like extra credit because it tends take the emphasis away from in-class and homework assignments. Consequently, it is rarely given. On these rare occasions, the teacher will approve the project, determine its potential value, and establish the time frame in which it must be completed. No unapproved extra-credit projects will be accepted at any time. No projects will be approved the final week of a marking period. No extra credit will be given when any assignment is missing. Always consult with the teacher first.

Classroom Guidelines
Mr. Turner, NBCT

French III, IV, AP Literature
Spanish I, Linguistics

I have read and understand these classroom guidelines and agree to follow them throughout the school year.

.....(Student)

.....(Parent/Guardian)

.....(Phone Number)

Please fill out the additional information below:

What type of TV service do you have at home? **(Choose all that apply)**

Broadcast Analog Cable Digital Cable Satellite (DirectTV, etc.)

Do you have a ... at home? **(Choose all that apply)** **VCR DVD player Neither**

Do you have a PDA (Personal Digital Assistant)? **Yes No**

If yes, what type do you have? **Palm PocketPC/Windows Mobile**

Do you have an MP3 player? **Yes No** If yes, what type? **iPod Other _____**

Do you have a computer at home? **Yes No**

If yes, what type do you have? **Macintosh IBM or compatible PC**

If IBM or compatible, what type of processor does your computer have?

286 or lower 386/486 Pentium Pentium II Pentium III Pentium 4

Do you have a modem? **Yes No**

If yes, what speed? **56K or lower ISDN Satellite DSL/ADSL Cable**

Do you have an e-mail address? **Yes No**

If yes, what is it? _____

Your e-mail address

Parent's e-mail address

Do you use the Internet or World Wide Web? **Yes No**

If yes, which Internet Service Provider (ISP) do you use? **(Choose all that apply)**

AOL SBC/Yahoo! CompuServe MSN Adelphia Cox NetZero Other