**Email:** **Lbernardez@scarsdaleschools.org**

**Office room number: 403**

**Phone number: 914-721-3402**

1. Textbook & Workbook- *Imagina*
2. Binder/Notebook
3. Pen or pencil
4. Spanish-English Dictionary

1. Homework will be assigned every night. Full credit will be given to homework completed on time by class. If you do not have your homework at the time I come around it will not be accepted.
2. If you miss class legally you are still responsible for handing in that day’s homework.
3. If you miss a Quiz/Test LEGALLY you must make it up within 3 school days of your return if not it will result in a ZERO.
4. Students are expected to be in class by the time the second bell rings. Lateness will not only affect your learning but also your grades in a negative manner
5. Don’t cut- cutting class will affect your grade negatively
6. Students should feel comfortable to ask questions; we are all here to learn from each other, so respect each other and their opinions.
7. Misbehavior will not be tolerated. If you act in a negative manner or disrupt the class you will lose class points.
8. Don’t cheat- Do not copy from others for homework, tests, quizzes, projects, etc. If you are caught cheating you will automatically get a zero.
9. Do not use English to Spanish sentence translations online because they are often wrong and are easy to distinguish.
10. If you are absent on the day of an exam or quiz it can only be made up if the absence was recorded legally in the main office.
11. No use of personal cell phones, iPods, text-messaging, or any other type of virtual communication in class.
* Tests/projects
* Quizzes/projects
* Class assignments/participation
* Homework

\*Class part. Includes coming to class prepared, participating positively, respecting others, **speaking Spanish** etc**. Speaking in English will negatively affect your grade (**Do not forget…this class is conducted entirely in Spanish).

Each marking period will be worth 20% of the overall grade and final will be worth 20%.

Example: Marking periods 1,2,3,4 =80% Final exam=20%

All together totaling your final grade.

I will be available for extra help after school. I will also be available in my office during certain periods, see me to schedule an appointment. Extra help can be individual or in a group.

1. Only **ONE** person is allowed at a time.
2. Use restrooms before an exam or quiz.