

## German I-IV Course Policies and Procedures

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### Expected Student Learning Outcomes

Students are expected to successfully meet and surpass all grade and level Indiana State Standards for Modern European and Classical Languages. Students will acquire a basic knowledge of the German language, German-speaking cultures, and people. A significant amount of time will be spent speaking, reading, and writing in German and discussing culture.

### Texts and Materials

- *Deutsch Aktuell*, Wolfgang S. Kraft, EMC Publishing, St. Paul
- 1 single-subject notebook specifically for German (You can continue in your German notebook from last year.)
- 1 dry erase marker
- 2 different color pens or pencils
- 1 highlighter

**Optional:** colored pencils or markers

The purpose of the German notebook is for students to have step-by-step instructions and clarification on material taught that is **not** available in the student textbook. Notes should begin at the beginning of the notebook, be labeled with the date and topic, and be in chronological order. Textbook exercises should be labeled clearly with the page and exercise number.

### Textbook Policy

Students will use a hardcover textbook during class. Hardcover textbooks are not to leave the classroom. Students may be charged a fee if a textbook is damaged during use. Should a student remove a textbook from the classroom without permission the following consequences may be issued:

1st offense: warning

2nd offense: referral to an administrator

Students will be issued an online edition to use at home. Students may access the e-edition of their textbook at home. Students must send an e-mail to [bdelariv@highland.k12.in.us](mailto:bdelariv@highland.k12.in.us) or see the teacher during class to set up and verify their textbook account.

### Expectations

All students are expected to behave in a responsible manner in accordance with the Highland High School Handbook.

Students are expected to:

- bring their materials and German notebook to class every day.
- pay attention and actively participate.
- be quiet, respectful, and take notes during instruction.
- study and review notes and vocabulary for five minutes each day outside of class time.
- communicate questions and concerns as they arise.
- work on only German during each class period.
- complete one's own work: do not copy or share answers.
- refrain from using electronic devices during class.

### Electronic Devices

There is a zero tolerance policy for cell phones and other electronic devices. Under no circumstances should these devices be seen, heard, or used during the school day in the German classroom. In the event any of these devices are seen or cause a disruption during class, the student will be referred to the appropriate administrator. Acceptable e-reader usage is determined on an individual student and situation basis.

### Types of Assignments

Written: notes, workbook exercises, grammar exercises, vocabulary exercises, etc.

Spoken: response in class, conversation, skits, etc.

Internet: current events, vocabulary exercises, etc.

Participation: movies, videos, games, etc.

Assessments: written and spoken exams, vocabulary, grammar, and gender quizzes, pop quizzes, projects, essays

Rarely are individual homework assignments given. It is expected that students will review notes and vocabulary on a daily basis for at least five minutes a day outside of class as homework.

Classwork that is not completed during the given time in class may be taken home for homework, however it is the students' responsibility to turn in the work the following day. It is the students' responsibility to turn in work on the date due when asked for the assignment. Late work is not accepted for a grade.

If a student comes unprepared to class the student may not receive credit for any assignment given using any of those materials.

## Extra Credit

Extra credit points are offered on many tests and quizzes. Additionally, one extra credit project is offered per grading period. The project is posted for a minimum of two weeks prior to the due date and varies from grading period to grading period. Extra credit is not assigned on an individual, "as needed" basis.

## Basis for Assigning the Course Grade

A point system is used. Each assignment is worth a certain amount of points. Grading period grades are determined by adding the points earned by the student and then dividing that sum by the total points possible. The following grading scale will be used for each grading period and for the semester grade:

100 - 98	A+	89 - 87	B+	79 - 77	C+	69 - 67	D+
97 - 93	A	86 - 83	B	76 - 73	C	66 - 63	D
92 - 90	A-	82 - 80	B-	72 - 70	C-	<u>62 - 60</u>	<u>D-</u>
						59 - 0	F

## Semester Grade

Each semester is comprised of two grading periods. The semester grade is calculated based on the following formula:

Grading period 1: 2/5                      Grading period 2: 2/5                      Final Exam: 1/5

The final exam will also include an oral proficiency test, which will count as 1/4 of the final exam grade. A list of questions will be provided to the student. The student will be expected to demonstrate the ability to speak German by answering questions from the oral proficiency list.

## Senior Final Exam Exemptions

Seniors who earn a 90% or more during grading period 3 and grading period 4 of second semester are exempt from the written portion of the exam only. Seniors who earn between an 80% and 80.99% percent during grading period 3 and grading period 4 of second semester and have perfect attendance for the school year are exempt from the only written portion of the final exam. Please check percentages with teachers and confirm exemption on to the teacher senior exam exemption reporting date. While the report card screen may round an 89.51% to an A-, that 89.51% is not the 90% you need to be exempt from the final exam, assuming you are trying to receive an exemption using the A/A or A/B rule.

This is a summary of the Senior Final Exam Exemption conditions:

Grading Period 3		Grading Period 4		Attendance Requirement	=	Exempt/Not Exempt
A	+	A	+	none	=	Exempt
A	+	B	+	0 absences second semester <sup>o</sup>	=	Exempt
B	+	A	+	0 absences second semester <sup>o</sup>	=	Exempt
B	+	B	+	0 absences all year <sup>o</sup>	=	Exempt

<sup>o</sup>Please note that absences for the purpose of being exempt from the final exam are **different** than the regular attendance policy. Check the student handbook for details.

## RDS

RDS is the online gradebook and attendance system Highland High School uses. Grades are updated frequently.

Grades marked as missing have not been turned in on time.

Grades marked as 0 have been submitted, however the student did not earn credit.

Absent/exempt means the student was absent and they have been marked exempt from the assignment.

Absent/non-exempt means the student has not made up work from his/her absence and needs to do so.

Students have one week from the day of their absence to discuss make-up work with the teacher. It is the students' responsibility to do so. It is advisable that both the student and the parent check RDS frequently to monitor grades.

## **Absences and Absent Work**

It is the student's responsibility to find out about work missed due to an absence. When the student returns from an absence, request absent work. If work is not requested/turned in by one week after the last day of absence, credit will not be able to be earned for those assignments and/or assessments. If a student been absent for an extended period of time, special arrangements can be made. Students have one week from the day of their absence to discuss absent work with the teacher. It is the students' responsibility to do so. Students and parents may also e-mail to find out about absent work.

The student is responsible for assignments and assessments the day they return, if it was announced prior to the absence. For example, if the class is told Monday that there will be a quiz on Wednesday, and the student absent Tuesday, the student still must take the quiz on Wednesday. New information is not introduced the day prior to a test or quiz.

Please note, due to the nature of the class, it is difficult to make up certain types of assignments and activities.

## **Attendance**

See the 2016-2017 Highland High School Handbook for the attendance policy. Detentions will be assigned for tardy numbers three, four, and five. Further tardies are referred to an administrator and may result in suspension and/or loss of credit for the class.

## **Cheating and Plagiarism**

Cheating will not be tolerated. Cheating constitutes copying, using unauthorized materials, and/or anything that results in the same answers/mistakes as someone else or language use beyond what you have been taught. Plagiarism is defined by Webster's Dictionary as "to steal or pass off (the ideas or words of another) as one's own; to use a created production without crediting the source."

Cheating on any assignment, quiz, or test will result in a zero for that assignment, quiz, or test. There will not be an opportunity to make up the assignment or make up the credit lost. Further offences will result in consequences as outlined in the Highland High School Handbook.

Do not copy from others. Do not use an online translator. Both the person who copies and the person who lends will be subject to the consequences outlined above.

## **Gum, Food, and Drinks**

Gum chewing, eating, and drinking are not permitted in class. Students will be told to throw away gum, food, and drinks that are brought into the classroom. Refusal to do so is insubordination and will be referred to the appropriate administrator.

## **Extracurricular Opportunities**

German Club: German club is open to any student with an interest in the German language or culture. There is usually one meeting and one activity per month. Please check the board for information.

German Honor Society: Students who have an A- average in their first three semesters of German and are taking third year German are asked to join Delta Epsilon Phi, the National German Honor Society at the during the second semester of their second year of German.

## **Concurrent Credit Opportunities**

German 3 students can earn German 101 and 102 credit through Purdue Northwest (PNW). German 4 students can earn German 201 and 202 credit through PNW. Students must meet PNW's minimum application requirements, apply, register, and pay for these credits in order to receive them. The fee for each semester is \$75. If a student receives free or reduced lunch, the fee for these courses is waived. If a student is considering going to college, it is advisable that they research their intended major at their university of choice and determine if they need foreign language credits. If so, taking German 3 and 4 for college credit is an easy, cost effective option worth considering.

## **Parental Communication**

The online grade book is updated often. Please check weekly to monitor student progress. Contact the main office if you did not receive or have forgotten your username and password.

Please contact me if there are any questions, concerns, or if you would like an update on how your student is doing. If we work together, we can make the school year a pleasant, valuable learning experience!

**Detach this page and return. Keep other pages for your reference.**

Parent and Student:

Please sign below, detach, and return this page to indicate that you have received and read the preceding policies for German class. Students are to return this form no later than **Friday, August 19, 2016** to Mrs. Delariva. **Open House is Wednesday, August 24 at 6:00!**

Student \_\_\_\_\_ Class period \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Please e-mail or write below any food allergies or any other information you would like me to know about your student. Thank you!

**Open House is Wednesday, August 24 at 6:00!**