Dear Parents and Guardians:   
Bonjour! I would like to introduce myself as your student’s French teacher this school year. I am looking forward to working with your student as they begin or continue learning French.

I have a Master’s degree in French Education from Auburn University as well as my Bachelor’s degree in French Language and Literature from Auburn. I am trained in and practice communicative language teaching (CLT). In class, our focus will be on understanding and communicating in French by exchanging real-life messages while building vocabulary, grammatical structures, and other skills. We will also explore French culture by working with authentic French texts, ads, music, videos, and more.

In class, I speak in French over 90% of the time by carefully monitoring what I say, using visual aids, props, and/or gestures. Students will not always understand things word for word and that is OK as long as the message is understood. My goal is to communicate messages that students can understand, not to frustrate them. To ensure active listening and comprehension during class activities, students earn tokens (“euros”) when they participate, which make up a large part of the student’s overall grade. This helps me and them to assess their progress.

In terms of assessment, I believe in testing what and how you teach. Because students will practice and participate in listening, reading, writing, and speaking activities in class, these skills will be tested similarly. We will also have speaking tests in addition to portfolios and traditional paper-pencil tests.

Our classroom rules are to be respectful, responsible, and ready to learn. My classroom management consists of several strategies to keep students safe, engaged, and on- task. Students are responsible for their own behavior and will experience the natural consequences of their decisions. We will work together as a classroom community to support each other. We will have high expectations of ourselves and others and our behavior will serve as an example to others.

The best way to ensure the success of your student is to work together and communicate often. If you have any questions or concerns, please contact me by phone, e-mail, or through our classroom website, which will also provide you with information about class assignments.

Please read over the following classroom procedures with your student and have him or her return this letter to me signed, indicating that you have both read and agree to all of the rules and procedures outlined in the attached syllabus. On the other side of this page you will find a list of materials needed for class. I look forward to meeting you at Open House!

Sincerely,

Mrs. Sara Ahnell, M. Ed.

**Course Syllabus – CTSE 6226**

Bienvenue à la classe de français!

Speaking another language is a performance skill like playing a sport or instrument. Like learning to play a sport or an instrument, you must practice and have patience in order to succeed. Because of this, half of your grade will be based on in-class participation. Don’t panic! It is not very difficult to pass or get an “A” if you try.

**In order to learn a new language, you have to try. When you try, you sometimes make mistakes. I make mistakes too.** **Making mistakes is OK!**  As Albert Einstein once said, “Anyone who has never made a mistake has never tried anything new.”Be supportive of your classmates and have a positive attitude. **As long as you try, you can do well in this class. I will do everything I can to help you succeed.**

In order for me to help you accomplish the above goals, I need you to FOLLOW ALL SCHOOL RULES and these guidelines:

**CLASSROOM GUIDELINES**

**BE RESPECTFUL BE RESPONSIBLE BE READY TO LEARN**

Raise your hand for Be on time with all Follow directions quickly

for permission to speak appropriate materials.**\*** with a good attitude.

or leave your seat.

Use polite language Keep your space clean **S**it up

at appropriate volume. and organized. **L**ean forward slightly

Keep your hands and feet **A**ct interested

to yourself. **N**od for understanding

**T**rack the speaker with eyes

*\*Materials: 3-ring binder with 4 labeled dividers, college ruled loose leaf notebook paper, black/blue pens, red pen, pencils, a box of crayons or colored pencils*

*\*Food/drinks/gum/cell phones/iPods/iPads are NOT appropriate materials.*

**Grades**

Your grade will be based on the following:

1. Weekly in-class oral and written assessments (weekly euro grades) 50%
2. Notebook quizzes/homework 10%
3. Written assignments/projects 20%
4. Unit Tests 20%

**Positive and Negative Consequences**

Every action both in life and in our classroom results in either a positive or negative consequence.

**Choosing to follow the classroom guidelines will result in:**

A safe, pleasant, and stress-free atmosphere in which to learn

Verbal acknowledgement/praise

Development of ability to understand/speak French \*\* Activitées Préferées (AP) \*\* weekly

**NOT choosing to follow the classroom guidelines will result in:**

Step 1 Loss of class Activitées Préferées (AP) time and/or

Warning and/or parent contact and/or in-class isolation (time-out) and/or student-teacher conference and parent contact

Step 2 After-school detention and/or parent contact and/or Step 1 consequences

Step 3 Office referral and parent contact

Severe: A student may be immediately issued detention or an office referral for misbehavior as outlined in the student handbook.

**Activités Préferées (Preferred Activity Time)**

Each week the class will be given a “gift” of 15 minutes of Preferred Activity Time, or in French **“Activités Préferées” (AP),** which will be enjoyed as a class weekly. During this time we will play French games, watch part of a French movie, listen to French music, etc. Every class period, the class will have opportunities to earn more minutes which will be added to the “gifted” time each week for a maximum of 30 possible minutes. The class can also lose time when any person chooses not to follow class rules/procedures or is off-task. Time earned or lost will be timed with a stopwatch and a running tally will be kept on the board. Total time earned for each week will be calculated by adding time earned and subtracting time lost.

**All AP time, warnings, parental contact, detentions, and referrals are documented and filed.**

**CLASSROOM PROCEDURES**

Both inside and outside the classroom, procedures help to ensure that things run smoothly and efficiently.

**Entering the Classroom**

The classroom is a professional learning and working environment. Therefore, I expect you to conduct yourself professionally at all times, beginning with how you enter my classroom.

1. Enter the room **quietly** and pick up your euro envelope. **If you want to talk, stay outside.**
2. Go to your seat and begin working on the bell work before the final bell rings.
3. Quietly work on this activity until I signal your attention to stop.

\*The whole class following this procedure will result an automatic 1 minute of AP time daily!:)\*

**Tardy to Class**

If you are in your assigned seat working silently on the assignment when the bell rings, you are on time. If you are not following this procedure, you are on your “own time” and time will be subtracted from the whole class earned AP time. **If you are tardy, enter quietly, sign the tardy book and hand your pass to me.** In addition to following the school policy for tardies, two tardies to my class will result in a note home and three and/or four will result in teacher detention. Five tardies will result in principal’s detention.

**Leaving the Classroom**

Students are allowed to leave the classroom for a school approved reason (with a note), to use the restroom, or to see the nurse. Once the bell has rung, students may not leave to go to lockers, guidance, the office, library/ lab, or other teacher’s room without a school approved excuse. This includes during AP time activities. **Unless you meet the above criteria to leave the room, please do not ask to leave. I will say, “No.”**

**Restroom/School Nurse Procedure**

Students will be given two restroom/nurse passes each nine weeks for emergencies only. You may not request to use a pass when I am teaching the whole group (whole class instruction). To signal to me that you need to use a pass, raise your pass in the air. I will nod, and you may fill out one of your passes, take the pass, and leave. When you return, sign in with the time. Go directly to the designated area indicated on your pass, either the closest restroom or the nurse and return to class in a timely manner. Students who fail to do this will be written a referral for skipping/being dishonest. **Only one student is allowed out at a time.** Exceptions to the policy are made for students with a documented medical condition only. **\*\*If you have used all of your passes for the nine weeks, you may use the restroom or see the nurse in exchange for serving one after school detention with me.\*\***

**Participation during Instruction and Activities (Euros)**

Just like instruments and sports, languages must be learned actively. For example, you could watch a football team practice every day and learn a few things about the game. But if you want **to learn to play**, you have to get out there and actively participate, not just watch from the sidelines. The same principal applies our class. When you participate in class, you will earn a *euro*. **Just showing up to class is not active participation.**

**To assure the fairest opportunity for all to earn euros:**

1. Raise your hand and indicate the number of euros you currently have with your fingers.
2. Give your answer if called on. **Students who are talking/impatient will not be called on.**
3. You will receive your euro(s). Never give a euro you have earned to another student.

**Turning in Euros Daily to be Recorded**

At the end of class, place your euros in your envelope, **record your daily total**, and turn in your envelope. I remove the euros daily and confirm the total**. If you do not record your total, I will record a zero for you.**  \*Envelopes should **never** leave the classroom. If yours is lost, I cannot give you participation credit that week.\*

**Participation (“Euro”) Grades**

The weekly euro participation grades are not based on earning a specific, set number of euros each week. Rather, student participation grades are scaled up or down based on the class average that week, which is set to a 90%/A. Students with the average number of euros or higher for that week earn between 90 and 100.

**Absences and Euro Grades**

If you are absent for any reason, you will not have the opportunity to earn euros. Therefore, on the days that you are in class, it is important for you to participate as much as possible. You have 30 to 60+ opportunities daily to earn euros (150-500+ weekly). Excused absences of 3+ days are considered on an individual basis.

**Signaling Attention to the Class/Quieting the Class**

Because we will frequently do speaking activities with partners or in groups, I will say, “Classe” when I want your undivided attention. When you hear me say “**Classe,”** do the following:

1. Freeze 2. Turn and face me; hands together on desk; say, **“Oui!”** 3. Be ready for instruction

**Signaling to the Teacher for Assistance**

If you have a question/comment in **class relating to the lesson** when I am teaching, raise your index finger. If your question is unrelated, write it down and ask later or after class.

**Assigned Seats/Activity Partners/Activities**

We will do a variety of in-class activities including listening, reading, writing, speaking and group activities to practice skills. Instructions and expectations will be practiced beforehand. You are expected to speak French during activities. Seats and partners for activities are assigned and may or may not be changed periodically.

\*You are expected to work on our current class assignments ONLY during class time unless given permission to do otherwise. Working on assignments for other classes or completing make-up work of any kind is not permitted during class time, and assignments may be confiscated.

**Notebooks and Notebook Quizzes**

You are required to keep a notebook that will contain labeled sections: **Bell work**, **Class Notes** (for vocabulary/grammar), **Class Activities** (handouts), and **Writing.** Be prepared for periodic notebook quizzes.

**Written Assignments/Projects/Tests**

You will complete some assignments or projects at home for a grade. A due date will be given in class. Tests will be given after each unit completed and will be announced in advance. Test content and format will mirror activities done in class and will include listening, reading, writing, and speaking sections.

**Late Assignments/Student Responsibility Form**

Students who do not have assigned work to turn in must fill out a sheet to hand in with the rest of the completed assignments with a brief explanation of the reason for the missing assignment. Students will have 72 hours to turn in the assignment for credit. Late assignments are marked down a letter grade each day. Without the form or if 3+ days late, the grade will be a zero.

**Cell Phones/iPods/Electronic Devices**

Cell phones and all other electronic devices are **NOT** permitted to be used in the classroom. If I see or hear a student’s phone or other electronic device out or in use, I will confiscate it and give it to the office. Please do not ask if you can plug in your phone or device. I will say no.

**Plagiarism/Cheating**

Cheating of any kind is not tolerated. Depending on the situation, students who cheat will receive between 0% and 50% credit for that assignment.

**Your Responsibilities After an Excused Absence**

If you are absent, you will need to **obtain notes** **outside of class from a classmate** and complete work for the days you missed in accordance with school policy**. When you return to school from your absence, come see me AFTER SCHOOL to obtain any make-up work.** Turn in the completed work to the make-up work box/folder in the allotted time.

**Sleeping in Class**

Learning and practicing French requires active attention, so sleeping is never an option. If I see you sleeping, I will give you a warning. After the warning, I may ask you to stand at the back of the room for a portion of class or for the remainder of class to help you stay awake/and or assign a detention.

**Make-up Tests**

Tests must be made up in accordance with school policy. **Make-up tests/quizzes are given after school only. You must let me know 24 hours in advance if you plan to come after school to make up work.**

***If at any time you have any questions or concerns, please request an individual conference.***   
Your feelings are important to me, and I want to give you my full attention—something I cannot do when I am in charge of the whole class. Please do not hesitate to ask for a conference.

**Materials needed for French**

-1, 1 ½” 3-ring binder

-4 dividers (see syllabus)

-Loose leaf notebook paper

-Writing utensils (black/blue pens, pencils)

-1 box of crayons or colored pencils

(other supplies may be assigned as needed)

**-Mandatory for French III/IV: French/English dictionary (Larousse)**

Expo markers, copy paper, and boxes of tissues are always appreciated!:)

**Parent/Guardian Information Sheet**

\*Please fill this out and sign to turn in the first week of class

**Student Name:**

**Parent/Guardian name(s):**

**Parent/Guardian phone #:**

**Parent/Guardian e-mail address:**

**Preferred contact method:**

**I have read and agree to all of the rules and procedures as outlined in the attached syllabus materials.**

**My student will have internet access if needed for an assignment: Circle Yes No**

**Student Signature Date \_**

**Parent Signature Date \_**

**Materials needed for French**

-1, 1 ½” 3-ring binder

-4 dividers (see syllabus)

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