August 17, 2020

Hello Students and Families,

As you know, we are moving to a *virtual learning model*. My goal is to develop academic concepts, while engaging students in regular learning experiences with me, as their teacher.

I will be working, daily, to facilitate instruction in “Canvas”. Students, and parents, can reach me by E-mail. Please see my contact information at the end of this communication.

I will have office hours (please see schedule at the bottom of this letter). During this hour, I will be available to connect with my students.  I ask all my students to use those office hours

as a means to connect/contact me. We will be learning through “Canvas” and supplementing with additional tools to further enhance the experience.

**First Day**:

Class will start on Monday, August 17th. Log in to “Canvas”. I will be conducting class live during your class time and after I will be posting the recording of the class. No worries.

**Health and Wellness:**

Student health & wellness is a priority. If a student is unable to participate in the online class, parents and students, please notify me.

I will be flexible and supportive in helping students to access and complete their work.

**Assignments, Deadlines and Honor Code:**

Students are expected to engage regularly in assignments and activities to maintain our academic progression. I do understand the challenges that all students face right now, but the learning will not stop. As a general rule, assignments will be given daily and are expected to be turned in by the end of the day at 3:00 p.m. I advise that you try to follow a schedule so that the work does not become overwhelming. I highly encourage you to attend daily Live Sessions, you can complete most of your work during our class time.

It is essential that each student do his or her own work without using online translators or copying another student’s work. I hope you will make good choices and I will be here to support you. If I have suspicions of plagiarism, I will ask students to redo their work by doing a discussion - based assessment (DBA).

**Attendance:**

It is essential that students check in with me by completing assignments in our “Canvas” class, emailing me, asking questions or attending Live Sessions. Again, communication is essential during this time since I cannot see you in person on a regular basis.

**Schedule**

Students should check “Canvas” regularly. Please turn on your “Notifications” for “Canvas” on your electronic devices. I understand the schedule will be different, and that this new format will be an adjustment. I understand there may be days when students may not be able to work at regular school times. Please know that I will be flexible. Please, stay in contact with me so I know how to provide further support.

**Virtual Office Hours**

Friday  11:30 - 12:30 p.m.

**Communications**:

Our main channel of communication will be through “Canvas”. I will, also, regularly check my E-mail. When you E-mail me please remember to put your name, class, and period in the subject line.

If it’s a question about a specific assignment - make sure to reference that as well.

**Virtual Meeting Etiquette**

* Join virtual meetings a few minutes early to check your microphone and make sure your connection is good.
* Do your best to find a place to “attend” our virtual meetings with your back to a wall so what is going on in your home will not be a distraction to other students in the “classroom.”
* Try to be in a quiet area
* Have paper & pencil to write your lesson notes
* Mute your device when you are not speaking
* If joining late, wait for me to ask who joined
* Please do not share personal information or contact information in our platform
* When participating in any Live Session or when you are asked to record videos it is important to maintain dress code and appropriate language

**Grading:** In this class, the grades will reflect your skills in writing, speaking, reading, listening, cultural learning, and participation and preparation to class. The evaluation in these areas will include various type of assessment.

**USEFUL WEBSITES**: The following website is extremely helpful and works in conjunction with the textbook. [www.phschool.com](http://www.phschool.com)

The following websites give the students the opportunity practice various grammar topics outside the classroom.

[www.webworkbooks.com/spanish](http://www.webworkbooks.com/spanish) , [www.spanishspanish.com](http://www.spanishspanish.com) [www.trinity.edu/mstroud/grammar](http://www.trinity.edu/mstroud/grammar) , [www.studyspanish.com](http://www.studyspanish.com) , [www.conjuguemos.com](http://www.conjuguemos.com)

15 Pts … Class work

20 – 50 Pts … Class projects

100 Pts … Test

30 – 80 Pts … Quizzes

Class Dojo Participation

* + 1st quarter 15 points
  + 2nd quarter 20 points
  + 3rd quarter 25 points

10 Pts … Homework: **If homework is not ready at the beginning of** **class on the due day, it is not considered for credit.**

I am here to support all of my students. Let me know if you have any questions or concerns. You can contact me by email: [Alejandra.elliott@ucps.k12.nc.us](mailto:Alejandra.elliott@ucps.k12.nc.us)

Stay Safe and be well.

Alejandra Elliott

Spanish Teacher -- Marvin Ridge High School.