

# **DAMASCUS HIGH SCHOOL WORLD LANGUAGE DEPARTMENT**



Bienvenue! Bienvenidos! Welcome to our world of French and Spanish. The goal of MCPS is to expose students to world languages and cultures in order to make them knowledgeable and active members of a global society. These are academic courses which require good study habits and skills. It is our hope that students will continue on to upper levels, and graduate from DHS with a skill that will transfer effectively into the world of work.

In order to facilitate a successful year for all, it is important that parents and students know the following departmental information.

## **TEACHERS**

*Maria Boichin (RT)  
Jocelyn Hill  
Nancy Mendez  
Elizabeth Rodgers  
Steve Russell  
Ximena Lindroth*

## **LANGUAGES**

*Fr. 1, 2, 3/3H, 4/4H  
Sp. 1, 2, 3/3H  
Sp. 3/3H, AP  
Sp. 1, 3/ 3H, 4/4H  
Sp. 1, 2  
Sp. 4/4H, 5*

## **E-MAIL**

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## **GRADING**

There will be many types of assignments:

PRACTICE	FORMATIVE ASSESSMENTS	SUMMATIVE ASSESSMENTS
Could be homework or classwork, Pair or individual work, oral or written work	Could be homework, classwork, quiz, daily speaking grades, written or oral presentations, cultural activities	Could be a theme test, project, ECR or oral communication
Counts for no more than 10% of grade	Graded and included in the quarterly, cumulative grade	Graded and included in the quarterly, cumulative grade

Homework completion may count for no more than 10% of the total grade. Students should avail themselves of all practice opportunities to ensure that they achieve the course objectives. No individual grade can be worth more than 25% of the total grade. Work determined to be of minimal standard will result in a grade of no less than 50%. Below minimal standard work can be recorded as a zero. In addition, instances of academic dishonesty will earn a zero.

There will be a minimum of one formative assessment per week and a minimum of 2 summative assessments per quarter.

There will be a minimum of 175 points per quarter.

## **LATE AND MISSING WORK**

Each major assignment will have a due date and a deadline. The due date is the date when work will be collected by the teacher. The deadline is the last day an assignment will be accepted for a grade. Unless otherwise noted, the due date and the deadline are the same. Work not turned in by the due date will be considered missing and will be recorded as Z on Edline (which counts as a 0 in the calculation of the final grade). If a student misses a due date other than for an excused absence, the work will be graded if turned in before the deadline and may be lowered by 10% (or one letter grade).

## **ABSENCES**

Students will have the opportunity to make up missed assignments/assessments. The teacher may assign a different, but equivalent task/assessment to students when they return from any absence.

If a student misses a due date because of an unexcused absence or unexcused tardy, the grade may be lowered by 10%. He/she may make up the work missed but that student may not later reassess that particular task.

If a student misses a deadline because of an unexcused absence or tardy, the teacher may assign a zero. For quizzes, tests and projects the deadline is 2 days after the due date. For an excused absence, the deadline will be determined based on individual circumstances.

## **RETEACHING/REASSESSMENTS**

Students will have the opportunity to reassess 1 formative assessment per quarter. No summative assessments may be retaken. The teacher will identify on Edline whether the assessment is formative (f) or summative (s). The grade from the reassessment will be considered the final grade for that assessment (even if it is lower than the first grade). Students will have had to do all required work given before the assessment in order to have this option. All reassessments must occur no later than one week after the original assessment was returned to the student.

## **HOW TO EFFECTIVELY READ EDLINE**

YOU SEE:	IT MEANS:	IS CALCULATED AS:
<b>Empty cell (no grade is recorded)</b>	The assignment is not collected/graded yet	Doesn't affect the final grade
<b>Z</b>	The assignment was NOT turned in by the due date but can still be turned in by the deadline	0
<b>X</b>	The student is excused from this assignment	Doesn't affect the final grade
<b>0</b>	Either the student didn't turn in this assignment OR didn't meet minimum standard on this assignment	0