

SPANISH LANGUAGE PROGRAM STUDENT BEHAVIOR GUIDELINES

Learning how to follow rules and get along with others is part of the elementary school experience. Students in the Spanish Language Program are expected to behave and participate in a manner consistent with the school rules and that is respectful to the teachers and fellow students.

Spanish classes promote these principles using positive reinforcement and structured feedback and rewards systems. We have established these guidelines to address those rare instances where a student may need additional help to ensure that we maintain a safe environment where all of our students feel comfortable. We appreciate your support in these efforts.

The teachers in the Spanish Program have been trained to handle cases of minor misconduct in the classroom with minimal classroom disruption. The classroom aides are there to also help in this regard. However, in cases of repeated disruption in the classroom, the Spanish Program will use the following protocol to remedy the situation:

1. A student who engages in low-level misconduct is counseled by a Spanish teacher or aide and the student's behavior is redirected to the activity at hand.
2. Following repeated in-class warnings without the student changing his/her behavior accordingly, a Spanish teacher or Spanish Program administrator may notify a parent or caregiver regarding such behavior.
3. A Spanish teacher or Spanish Program administrator may notify a parent or caregiver that the student will be suspended/excluded from Spanish class for one day. The teacher or administrator will confer with the parents as to why the child was suspended and how the home and school can work together to prevent further problems.
4. Following one or more occurrences of a student being suspended/excluded from Spanish class for one day or an incident involving extreme or dangerous behavior, a Spanish teacher or Spanish Program administrator may notify a parent or caregiver that the student will be suspended/excluded from Spanish class for the remainder of the trimester or school year.

ATTENDANCE POLICY

Students are required to be in their assigned classroom seat ready to learn by 8:00 AM Tuesday, Wednesdays, and Thursdays, unless there is a school holiday or a Spanish Program special event.

Students are allowed up to 3 unexcused absences during the school year. Students with more than 3 unexcused absences may be asked to leave the program and their spot will be filled with a child on the waiting list. Parents and caregivers can notify the program of an excused absence in advance by emailing linhowespanish@gmail.com.

There is only 30 minutes per day for the Spanish teachers to get their lesson taught. Students who are late are disruptive to class. Teachers who can't properly begin class until 10 minutes after 8 AM because of tardiness lose 1/3 of their instructional time. Therefore, there is a 5 minute window for a student to be running behind before the door closes and that student is not allowed to enter the classroom.

Consequently, a student who is more than 5 minutes late to class will receive an unexcused absence.

Classroom aides will take attendance each day to make sure this policy is met.

Please contact linhowespanish@gmail.com with any questions regarding the Spanish Language Program Student Behavior Guidelines.