

**La oficina:** D 105  
**Número de teléfono/oficina:** (224) 632-3182  
**El correo electrónico:** [mwallace@dist113.org](mailto:mwallace@dist113.org)  
**Horas de oficina:** 1, 4, 5, 7 (hay que hacer una cita)

- **¡Bienvenidos a la clase de español!** It will be an exciting year as you continue to learn Spanish, how to communicate and express yourself in a variety of contexts, and learn about the different cultures of the Spanish-Speaking world. Please feel free to ask questions, see me outside of class or e-mail me if you have questions or would like to discuss anything.
- **Due Dates:** Assignments are expected to be turned in on or before the due date.
- **Absences and School Work/Homework:** If you are absent, it is your responsibility to find out what you have missed. Please look at my website for updates on assignments before emailing me as it is usually up-to-date.
- **Homework:** Homework is given and is, at times, calculated into your grade.
- **Make-Ups:** It is to your advantage to make up assessments as soon as possible. Please see me to schedule your make-up.
- **Tardiness:** You are expected to arrive to class on time. If you have several unexcused tardies, you will be referred to your Dean.
- **Semester grades** will be proportioned as follows:  
**First and Second (or Third and Fourth) Quarter 80% Final Exam 20%**
- **Quarter grades** will be an accumulation of points from assessments, projects, and homework. Please check Infinite Campus for updates.
- **Returning Work/Feedback**  
 In general most assessments will be returned within a week. However, there may be assessments that require more time to grade/provide feedback.
- **Grading scale/breakdown:** please look at the box to the right
- **Parent/Guardian Communication**  
 I will usually respond to all emails and phone calls within 24 hours (except on weekends).
- Please acquaint yourself with **the Academic Honesty Policy** in your Student Handbook. You are expected to adhere to the rules.
- Cell phones and electronic devices are **not allowed** to be out during class unless I give you permission. Please refer to Student Handbook for details.

Grade	Percentage	Grading Scale
A	100-93	4.00
A-	92-90	3.67
B+	89-87	3.33
B	86-83	3.00
B-	82-80	2.67
C+	79-77	2.33
C	76-73	2.00
C-	72-70	1.67
D+	69-67	1.33
D	66-63	1.00
D-	62-60	.67
F	59 and below	0.00