

**La oficina:** D105 (Farabaugh, Wallace) / X117 (Robertson)  
**Teléfono y correo electrónico:** Sra. Farabaugh: (224) 632-3199; efarabaugh@dist113.org  
 Dra. Robertson: (224) 632-3181; erobertson@dist113.org  
 Sr. Wallace: (224) 632-3182; mwallace@dist113.org  
**Horas de oficina:** Please make an appointment

- **¡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 see my website for updates on assignments.
- **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 (Third and Fourth) Quarters 80%**                      **Final Exam 20%**
- **Quarter grades** will be an accumulation of points from formative and summative 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 parent 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