



# Shonna Proctor

## WORLD LANGUAGES

**CLASSES TAUGHT:**  
Spanish II, Spanish III, AP Spanish

### ABOUT ME:

I have proudly served as a member of the Bishop Foley Faculty for 25 years.

### GRADING POLICY

Students' grades are calculated by a point system. Every assignment is geared towards language acquisition and development. Students are highly encouraged to complete all assignments to the best of their ability and practice the language daily.

### HOMEWORK/LATE WORK POLICY

Homework is assigned 3 - 4 times a week. Students are expected to complete interactive activities both inside and outside of the classroom. Homework, dates for assessments, and information regarding performance assessments can all be found on Google Classroom. In the event of an absence, students are strongly encouraged to check google classroom to find out what they missed or email the teacher.

In the event of an excused absence, students are permitted extra time to complete assignments without penalty according to the guidelines of the student handbook. Late work will receive a late grade. The grade of a late assignment is reduced by 50%. Students are encouraged to turn in all assignments on time in order to earn the maximum amount of points possible.

### OTHER COURSE INFORMATION

Our digital textbook was designed with language acquisition in mind. Students are expected to complete speaking, listening, reading and writing assignments that I post on the textbook. Students will also find a variety of authentic materials such as interviews and cultural videos within our online book.

### HOW CAN A STUDENT SUCCEED IN YOUR CLASS?

- Attend class daily
- Participate in all activities
- When absent, take the initiative to find out what you missed. Consult Google Classroom, email your teacher ([proctor@bishopfoley.org](mailto:proctor@bishopfoley.org)), or speak with the teacher directly
- Practice active study techniques
- Complete all assignments to the best of your ability
- Use an agenda or planner to make a note of important due dates
- Communicate with your teacher if you are experiencing difficulty

### BEST WAY TO CONTACT YOU/COMMUNICATE

Email is my preferred method of communication. Voicemail is checked at the end of the day and those messages may not be returned as promptly as an email. Emails are usually answered in 24 hours or less.

