Dear Parents,

My name is Isabel Allen, your child's Spanish Teacher and I would like to welcome you and your child to my Spanish class. This is my 9th year of teaching at Kecoughtan, and my 15th year of teaching Spanish full time. I also teach Spanish, as adjunct professor, at Tidewater Community College. I have experience in teaching all levels of Spanish. I am originally from Sevilla, Spain. I came to the USA in 1991 after living in Italy for 5 years. I received a Law degree from the university of Seville in 1981. In 1998, I received a Bachelor degree from Saint Leo University with a major in Sociology and a minor in Psychology. In 2000, I received the first licence to teach Spanish from the Virginia department of Education after many education classes at ODU and an exhaustive 5 hours exam to prove a deep knowledge of the History, Culture, grammar and Linguistics of Spanish Language. In 2008, I received the certificate to teach AP Spanish. And in December 2011 received a Masters degree from UNED (National University of Spain Distant0 online. Prior to teaching in this country, I taught Spanish at the Naval base in Rota, Spain to adults and at the Naval base in La Maddalena, Italy to children.

I am looking forward to getting to know both you, and your child, this year. Spanish Students will achieve a greater knowledge of the Spanish language this year, a greater confidence in utilizing the mechanics of the language, and improve pronunciation and speaking skills. Good communication between parent, teacher, and student is very important for your child’s academic growth.

I would like to briefly discuss my homework policy:

**For Spanish II**.

While I allow students that miss a class one week to make up work for other assignments, quizzes, tests or any other assignment not posted in the schedule, I will not allow that with homework or projects. I will provide your child with one printed copy of the schedule and you can find it posted in his/her class web page: <http://laclasedelasenoraallen.weebly.com/index.html>

If the student is absent the day a homework is due, the day he comes back, he/she should have the missing homework **plus the one due that day**; if it is a project, the day he comes back, he should have the project and be ready to present it. If the child comes without the homework done, he can still have partial grade (50) in the homework we correct that day, if he writes all the answer in his note book while we are reviewing the homework in class and answer when is his turn to answer a question. If the child is absent for more than one day, he will receive credit for all the homework done and shown to me but he is responsible for checking the answers with a reliable classmate. If an unusual circumstance prevents your child from doing his homework (sickness, injury, or other serious problem), please send a note with your child in the morning, so that when he copies the answers down he/she receives a 99 instead of a 50. (I will allow only 3 notes per semester).

(note: every time I write he, it means he or she)

**For Spanish IV**

Since Spanish IV have more study and mini projects to do in the classroom or at home, the homework is what activities the class had not have the time to finish in the class period; so, the homework would be announced at the end of class if there are exercises not finished in class. If the student have been absent, before coming to class he can send me an email or check with other student in the class so he doesn’t fall too far behind.

The purpose of homework is two-fold: to reinforce what we have learned in class, and to teach responsibility. A child who has done his/her homework is prepared, in class, to participate in the explanations of what he/she has had trouble with at home. A child without his homework done loses twice—both in learning through reinforcement, and in listening to explanations in class.

I am available to meet with parents after school Mondays or Wednesdays, For parents who prefer e-mails, I normally check my e-mail twice a day, and this is often the quickest, and most efficient way to get in touch with me, or to discuss any of your concerns. I will respond promptly. Please feel free to e-mail me at: iallen@hampton.k12.va.us

If you have any special questions or concerns, don’t hesitate to come in; or send me a note with your child in the morning, or by e-mail; or set up a conference in the counseling office.

Sincerely,

Isabel DM Allen