

# From the desk of...

## Mr./Sr./M. Alfonso

Spanish & French Teacher  
Maestro de Español y Francés  
Professeur d'Espagnol et Français

Sandalwood High School  
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Dear Parents and Guardians,

Happy New Year! I am happy to welcome your child to the second semester of Spanish I/II. We have had a great year so far and I am eager to continue teaching your child and contributing to their educational success. In an effort to continue to adhere to district and school policies, I am writing this letter to remind you and your child that the following will continue to be observed in my classroom, as they were during the first semester:

1. Assigned seats will be observed by students. In addition, there will be no cell phone use in the classroom, unless permitted by teacher during technology activities. Students are expected to leave their phones in their lockers, or, should they bring them to class, to deposit them securely in a cell phone caddy and may retrieve them upon dismissal from class.
2. Bathroom Emergencies. As per school policy, there will be no hall passes to the bathroom, unless escorted by security, or with a signed emergency pass. For students during 3<sup>rd</sup> and 7<sup>th</sup> periods, where no security escorts are available, I will issue e-passes on a case by case basis. Occasionally, the class may also take a bathroom trip en masse.
3. Due dates will be strictly enforced. Students are allowed a number of make-up days up to the number of their absence (whether excused or unexcused). All assignments are due the day they are assigned, with a grace period of not less than one week for full credit. In the event that the number of make-up days exceed the grace period, the make-up days will take precedence. Work submitted after the grace period, or if the number of make-up days have expired, will not be accepted. Please be aware that the due date on Focus is the end date of the grace period.
4. Please continue to avail yourselves of my website at <http://sandalwoodalfonso.weebly.com/>. Therein you will find all handouts, study guides, audio files, videos, and PowerPoint presentations. I also announce exam dates and extra credit opportunities through the website so please be sure to check it often. This letter is also available there should you need to consult it in the future.

Please do not hesitate to correspond should you have any questions, concerns, or news.

Sincerely,  
Raymond Alfonso

Please affirm below your receipt of this letter:

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian E-mail: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_