

Willkommen!

Dear Student and Parents,

I would like to take this opportunity to welcome you and your son/daughter to German class at Apex High School. As always, the start of a new course is full of excitement and I am hopeful that the 2009-2010 school year will be academically successful for all students. I am interested in making the learning of a language enjoyable as well as relating its importance to the future of a new and ever changing world. This emphasis is reflected in my personal mission statement: *The study of German at Apex High School challenges students to become linguistically proficient and culturally aware of the global community through meaningful use of the target language.*

Although a newcomer to both Apex High School and North Carolina just three years ago, I am beginning my 17th year in the classroom and my 15th year of helping students develop German language proficiency. From 1995 until 2006 I taught German at Bay Point Middle School in St. Petersburg, Florida where I served as the Tampa Bay area's only middle school teacher of the language. I am also the 2005-2006 Florida Foreign Language Association German Teacher of the Year (statewide Florida designation for the 2005-2006 school year).

I will do what I can to give students a barrier free learning experience. In order to do so, your son/daughter must be responsible for several important matters, primarily: the materials necessary for class, his/her behavior, class participation and all of his/her assignments including vocabulary practice and readings. Listening, speaking, memorizing, reading, and writing are essential skills. We will have audio and visual materials available which will be used to reinforce classroom presentation of the lessons.

Learning a language requires patience and repetition. Consequently, all students are expected to participate in class. Students will only reap as much benefit as the effort they put into studying a foreign language. **Time invested studying outside of the classroom is more important than the time spent inside school.** Stress to your son/daughter that there is nothing wrong with making mistakes and that it is through mistakes that we learn.

Please review the following guidelines carefully:

CLASS MATERIALS: When the bell rings, students will place on their desks a pen/pencil and their notebooks open to the previous evening's homework assignment. If a test is being given, all materials should be cleared except what is needed for the test.

HOMEWORK: Whether the assignment is a written or a study requirement, it is important that it be done consistently. *Since each day of language study is built on the day before, students who fall behind can become lost easily!* Students who are having difficulty with homework assignments should ask for extra help.

NOTEBOOKS: Students are required to keep a 3-ring class binder with ruled paper in which daily exercises are to be written and handouts, corrected homework assignments and returned/corrected quizzes are to be kept. These materials will be of utmost importance when reviewing for unit tests and course exams. *Many handouts will be used again in subsequent German courses.*

MAKE-UP WORK: It is the **student's responsibility** to arrange to make up work immediately upon return after an absence. Except in the case of an extended absence, work must be completed within one week of returning to school. Class time is never used to make up work. *Frequent absence is the main cause for lack of success in a language class.*

STUDENT CONDUCT: Students will treat each other and the teacher with respect and helpful consideration and will work at maintaining the pleasant learning environment of our school. German students should seldom need to be reminded of the importance of respectful, responsible behavior.

CELL PHONES: *Handys sind verboten!* I should never see or hear a student's cell phone during class (especially *text messaging*). Emergency contact with your son/daughter should be made by calling the school front office at (919) 387-2208.

GRADING: All quizzes, tests, oral presentations, homework and class participation will be evaluated according to the Wake county percentage scale (see handbook.) Grades for each quarter will be weighted as follows:

- 40% oral/written quizzes (Quiz/Prüfung) - Students may correct any written vocabulary quiz with a grade of 84 or below, for three extra points. (If a vocabulary quiz with a grade of 80% is corrected, it will become an 83%.) To correct a quiz, *write the entire sentence or misspelled vocabulary word correctly three times on the back of your quiz or on an attached sheet.* Turn in corrections on the day after the assessment is returned.
- 30% Unit Tests (Examen) - There will be approximately two to three Examen each quarter.
- 15% Homework (Aufgaben) - Homework and classwork are assigned regularly. Student proficiency in German hinges on daily practice with assignments outside of the classroom as well as inside.
- 15% Class Participation - Students develop their German skills through classroom practice.

The final exam for the class counts for 20% of the final course grade. Seniors may be exempt from the final, depending on their grade in the course and their attendance record.

Please complete, detach and return the bottom portion of this page stating that you and your child have read and understand the course outline and expectations. I wish your family all the best for the year ahead and if you wish to contact me, please do so via email (pmaseman@wcpss.net) or through my website (www.maseman.org). In addition, appointments for conferences can be set up through the Guidance Office.

Beste Wünsche (Best wishes),



Paul Maseman

Student Name (**please print**): _____

We have read the parent letter as well as the course objectives and expectations.

Parent Signature: _____ Parent E-mail _____

Parent E-mail _____

Student Signature: _____ Student E-mail _____

Please print e-mail addresses neatly ☺

I am collecting e-mail addresses in order to facilitate parent/teacher communication. In addition to the above written e-mail addresses, it would be helpful if you would e-mail me directly, so that there will be no errors when I add you to my address list.