

# 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 2018-2019 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 in 2006, this is my 26<sup>th</sup> year in the classroom and my 24<sup>rd</sup> full 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 (FFLA) German Teacher of the Year (statewide Florida designation for the 2005-2006 school year). Additionally, I was nominated as the Foreign Language Association of North Carolina (FLANC) Teacher of the Year in May of 2015.

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 opened 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 upon the day before, students who fall behind can easily become lost!* Students who are having difficulty with assignments should ask for extra after school help, although prioritizing video game playing, texting and social networking cannot be overcome with tutoring.

**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 their return after an absence. Our class website, Remind 101 and the Home Base system are the resources which place this ball squarely into the student's court. Except in the case of an extended absence, *pre-assigned work must be submitted on the day of a student's return.* Procedures for submitting work assigned *during* a student absence follow School Board Policy R&P 5510. Class instructional time is not to be used to make up work. *Frequent absences and the lack of student promptness in addressing the resulting missed work are the main causes 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*) AND PERSONAL ELECTRONICS: Please read the Wake County Student *Handbuch* and its rules regarding *appropriate computer and cell phone usage*. Emergency contact with your son/daughter should be made by calling the school's 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 *Handbuch*). 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 below 80% for ten extra points, to a maximum score of 80. (If a vocabulary quiz with a grade of 74% is corrected, it will become an 80%.) To correct a quiz, *correct the entire problematic sentence or re-write the misspelled vocabulary word correctly three times on an attached sheet*. Turn in corrections promptly after the assessment is returned.
- **30% Unit Tests (Examen)** - There will be approximately two to three Examen each quarter.
- **20% Assignments & Class Participation (Aufgaben)**- Students develop their German skills through classwork and oral practice. Class assignments that students are allowed to bring home are still counted as classwork.
- **10% Homework (Hausaufgaben)** - Homework is assigned regularly. Student proficiency in German hinges on regular practice with assignments outside of the classroom as well as inside.

The final exam for the class counts for 20% of the final course grade. Seniors may be exempt from the final, depending upon 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@maseman.org](mailto:pmaseman@maseman.org)) or through my website ([www.maseman.org](http://www.maseman.org)). In addition, appointments for conferences can be set up through the Guidance Office.

Beste Wünsche (Best wishes),



Paul Maseman

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\*Student Name (**please print**): \_\_\_\_\_

**\*Student:**

- My parent(s) and I have read the information for this course and the Wake County Student Handbook's rules regarding *appropriate computer & cell phone usage* as well as appropriate behavior in general.

\*Student Signature: \_\_\_\_\_ \*Student E-mail: \_\_\_\_\_

**\*Parent(s) – please check one of the following:**

- I/We do not have access to a computer and will require my son/daughter to print me/us a hardcopy progress report every 3 weeks. (This can be done in the media center during lunch.)
- I/We have access to Home Base (PowerSchool Parent Portal) and will use it to check grades.
- I/We do not currently have access to Home Base, but will soon acquire it.

\*Parent Signature: \_\_\_\_\_ \*Parent E-mail: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Parent E-mail: \_\_\_\_\_

(\* Required)

Please **print** e-mail addresses neatly 😊