

Command Spanish® Program Data Sheet for

Survival Spanish for School Administrators, Teachers, and Support Staff – 2nd Edition

Materials Description and Content: *Survival Spanish for School Administrators, Teachers, and Support Staff* (SSSAT&SS) – 2nd Edition is published by Command Spanish®, Inc. and consists of a 72-page manual bound in a 3-ring binder with 2 accompanying CDs. It was co-authored by Dr. Sam L. Slick and Dr. Gloria Appelt in consultation with nationally known curriculum and education experts and educators. In addition to a special section devoted to pronunciation, SSSAT&SS – 2nd ed. contains the following work-specific language sections dedicated to the: front office; nurse's office; truancy and attendance issues; classroom management; instructional management; extracurricular activities; bus safety; school security; emergencies and disasters; reporting student progress and behavior to parents. SSSAT&SS – 2nd ed. also contains the following appendices: school glossaries; grade equivalency tables; telling time; dates; and Spanish alphabet, among others.

Program Description: This is a comprehensive program designed to provide functional Spanish language skills for school personnel who have **occasional** contact with Spanish-speaking students and visitors. It also includes extensive training for non-Spanish-speaking classroom teachers who have Spanish-speaking children in their classroom.

Goal: To train non-Spanish-speaking teachers, staff, and administrators in functional Spanish language skills that enable them to more effectively interact with Spanish-speaking students and visitors in various school situations.

Objectives: Upon completion, a non-teaching school participant, depending upon his/her job, will be able to use Spanish to: monitor and control non-classroom school settings; respond to medical emergencies; greet and give basic instructions to parents or visitors; engage in security measures; and identify students' needs. Classroom teachers will be able to use Spanish for classroom and instructional management.

Methods of Instruction: Modeling, intensive drill, choral response, alpha-beta line, learning pairs and triads, Total Physical Response, role-playing, simulations, and situation cards.

Cross-Cultural Component: Not included in manual. Suggestion: 1 to 2 hours with emphasis on family issues, Hispanic etiquette, literacy, cultural expectations, Latin American educational systems. This program dovetails with the 8-hour Command Spanish® cross-cultural program entitled *Meeting the Needs of Hispanic Students: Cross-cultural Training for Schools*.

Intended Audience: This program is intended for classroom teachers, school administrators, front office personnel, school nurses, bus drivers, custodians, and security staff.

Length of Instruction: 8 to 45 hours, depending on client's needs and interests.

Special Considerations: A perfect program for teacher in-service training. Also good for specialized training of bus drivers, custodians, school nurses, and security staff. Instruction can be segmented. This book is **NOT** intended for bilingual teachers.

Table of Contents

Acknowledgements.....	iii
Advisors & Consultants to the Project.....	iii
How to Use This Manual.....	iv
Disc Content.....	vi
Section I: Spanish Pronunciation	1
Language Menus.....	5
Section II: General Courtesies, Titles, Greetings, and Exchanges	6
Section III: Front Office Staff and Administrators -- Meeting Parents	7
Section IV: Registering New Students	12
Section V: Communication Strategies	15
Section VI: Nurse's Office	16
Group A: To the Child	16
Group B: To the Parent	20
Section VII: Truancy and Attendance Issues	21
Section VIII: Teacher Talk	23
Group A: Classroom Management	23
Group B: Instructional Management	25
Part One: General	25
Part Two: Mathematics	27
Part Three: Computer Lab	28
Part Four: Business Education	28
Part Five: Physical Education	29
Part Six: Music Education	30
Part Seven: Technical Arts	31
Part Eight: Science Lab	32
Group C: Complimenting Work and Behavior	33
Group D: In the Hallways	34
Group E: In the Restrooms	35
Group F: On the Playground	36
Section IX: Library Staff	38
Section X: In the Cafeteria	40
Section XI: School Buses	42
Group A: School Bus Duty	42
Group B: School Bus Driver	43
Section XII: School Security	44
Section XIII: Emergency Commands	46
Group A: General	46
Group B: Fire Emergencies	47
Group C: Threatening Disasters	48
Section XIV: In-School Suspension or Detention	50
Section XV: Reporting Student Progress and Behavior to Parents	51
Section XVI: Numbers	52
Appendix A: School Glossaries.....	55
Appendix B: Grade Equivalency Table.....	63
Appendix C: Common Spanish First and Last Names.....	65
Appendix D: Spanish Surname System.....	67
Appendix E: Nicknames.....	68
Appendix F: Telling Time.....	69
Appendix G: Dates.....	70
Appendix H: Spanish Alphabet.....	71
Appendix I: Letter to Parent Regarding Head Lice.....	72

Acknowledgements

Command Spanish, Inc. would like to extend gratitude to **SoftKey International** for allowing the use of its images on the cover of this manual.

Finally, Command Spanish would like to recognize the many fine contributions to this project made by **Dr. Gloria Appelt-Slick**, Associate Professor of Curriculum and Instruction, University of Southern Mississippi.

Advisors to the Project

Elizabeth Verley, Teacher, John Handley High School, Winchester, **Virginia**.

Laurie E. Henry, Principal, Harris Elementary School, Eugene, **Oregon**.

Jerry M. Mooney, Teacher, Runnelstown Elementary School, Runnelstown, **Mississippi**.

Gwendolyn B. Mundy, Director of Curriculum, Hall County Schools, Gainesville, **Georgia**.

Robert Tirri, Principal, P.S. #21, Paterson, **New Jersey**.

Sue Carlson, Teacher, Weiss School, North Palm Beach Gardens, **Florida**.

Dr. Lawrence Fenn, Principal, Lisbon Central School, Lisbon, **Connecticut**.

John R. Ray, Teacher, School District #153, Homewood, **Illinois**.

Language Consultants

M. Edith González De León, University of Querétaro, **México**

Lucy Solano Acosta, National University of Colombia, Bogotá, **Colombia**