

Frequently Asked Questions for Teachers

- **Who do I contact if a parent asks about a supplemental order or payment for class?** (ie: T-shirt or Cd purchase)
 - Take down the parent's name and information. Let your manager know about the inquiry and they can follow up. You can let parents know that all supplemental material orders are mailed after the first week of classes. We ask that teachers don't take payment for classes as the parents can send this directly to Futura by mail or online payment.
- **What attendance or student information do I need to report to my manager?**
 - Attendance is to be reported the first two weeks of class to your manager. After this, please also let us know if a child is absent two consecutive weeks. Be proactive with communication on any student concerns or issues in your classes. For example: behavior challenges or kids with a bad attitude about Spanish. We can work with you and help resolve the situation.
- **What steps do I take if a parent lets me know of a concern with the class?**
 - First, respond kindly and thank the parent for their feedback. Pass the information on to your manager so they can follow up with the parent and work with you on a solution to the situation.
- **How do I respond if the school staff discusses any concerns with the Spanish class or asks me questions I don't know the answer to?**
 - Kindly thank them for their feedback and apologize for any inconveniences. Let your manager know of the concern right away. We will then follow up to ensure our procedures and program is running smoothly and headache-free for the school.
- **What do I do if I use the majority of my expense allotment and still need to buy extra materials?**
 - Please try to be proactive in planning with your expense allotment for the classes. Each teacher receives \$30 for the first course plus an additional \$20 per course for materials. If you have any concerns with your budget, be sure to contact the payroll coordinator and your area manager right away for support and guidance on the specific situation.
- **What is the goal of our Spanish classes?**
 - Futura's mission is to create lifelong language learners, which means we want our students to be engaged in the language and enjoying it. It is our hope that students in our classes go on to study Spanish in middle school, high school, and college. The best way to do this is to get the kids excited and interested in the Spanish language with dynamic lessons, lots of praise and encouragement, with a dynamic energy. Our classes are conversation and vocabulary focused with curriculum details provided. Our Vamos courses also provide a Student Assessment form with details on the specific course goals for the students to accomplish.

In the Classroom Scenarios:

- **What is a typical Futura class like?**
 - Our classes are hands-on and interactive. We use songs, games, and cultural activities that are age appropriate so the students are sure to fall in love with the language. The bilingual approach is used to encourage the students to think and respond in the target language.

- **A student from my class doesn't want to participate and is shy during class. What can I do to help the student enjoy Spanish?**
 - It is important to ensure positive participation from all students as that is the best way they will learn the lessons. Some students might be more reserved and quiet. It is helpful to give them lots of praise and encouragement. Having them sit near you might also help to build a comfortable relationship. Use more whole class repetition for practice. If a child is individually answering help them along as needed, maybe they could whisper the answer, or use a fun prop like a toy microphone. If you are still concerned about their participation, please consult your manager for further support.
- **I introduced the vocabulary from the lesson plan and then started playing a game with the new material. The kids struggled with the game because they didn't know the vocabulary. What should I do in this case?**
 - With brand new lessons the students will need lots of practice to remember and reproduce the Spanish lessons. It is important to be patient and help the students along during activities. After introducing a lesson it is important to review with repetition and visuals multiple times. You can then check their understanding by having the students point to the images or props as you call out the Spanish for recognition. Praise and encouragement as they are practicing is very important. If you are still having concerns regarding the students' retention of the lessons, please contact your manager for help.
- **If two children ask to use the bathroom at the same time, what should I do?**
 - See if they can wait for snack time. If not, send one at a time and do not send them together. To prevent this in the future, ask students to use the restroom or get a drink as they enter the classroom in the beginning of class.
- **What can I do if my class gets too caught up with the competition element of the games and some students are upset about losing and others are bragging about winning?**
 - Many kids love the competition element of games. But, it is important to manage this appropriately in class and mix up the activities. Classes should also include various whole class activities that are just as fun and interactive as a game without the competition aspect- especially for the younger students. Be sure to remind the class that the goal of the games is not about winning and losing but is about having fun and learning Spanish. Give reminders of respect and working together positively as a class or team. Remind all students that you will be doing many different activities where they can have additional opportunities to win and participate. Try to avoid elimination games so that all students can continue participating and playing during class.
- **I teach a mixed ages class and there is one older student in the class that doesn't seem interested. How can I spark his attention and interest?**
 - It can be very helpful to talk to the student individually outside of class and find out what activities the child likes most and what ideas he might have on improving the class. Try to adjust the lesson plan to ensure the activities are age appropriate for all levels in the class. A great way to peak their attention would be with the exciting culture lessons. The child might also enjoy being a team captain or special helper during classes. Please also discuss the specifics with your manager for additional help.