**Newcomer English Syllabus 2023-2024**

**Teacher**: Ms. Leah Nelson
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**Phone**: 701-356-2050 ex. 3861
**Room**: 105G
**Office Location**: 106G

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| **Period 1A8:25-9:55** | **PT/WIN10:00-10:20** | **Period 2.3A10:25-11:55** | **Period 3A12:30-2:00** | **Period 4A2:05-3:35** | **Period 1B8:25-9:55** | **PT/WIN10:00-10:20** | **Period 2.3B10:25-11:55** | **Period 3B12:30-2:00** | **Period 4B2:05-3:35** |
| PREP106G | PT – 212JWIN – 105G | EL MTSS Study Hall105G | Language Arts I105G | Newcomer English105G | PREP106G | PT – 212JWIN – 105G | 106G222J | Read 180105G | Read 180105G |

**Course Description**:

ELL Language Arts is designed to build the students speaking, listening, writing, and reading skills in English as well as the content of Language Arts. All coursework is designed to meet North Dakota English Language Arts 9-12 Standards and WIDA standards.

**Course Goals**:

* Use and understand the conventions of written English
* Develop a grade-level academic English vocabulary
* Understand how structure affects the message of writing and speech
* Develop the skills to communicate effectively
* Read, interpret, analyze, and compare a variety of texts
* Develop interpersonal skills through working in a variety of group formats
* Gain/practice the speaking, writing, reading, and listening skills and strategies necessary to succeed in high school, college, and in the work world through a variety of speech forms

**Course Materials**:

* Get Ready! textbook
* Get Ready! workbook
* iPad
* Folder
* Pencil

**Course Schedule**: This schedule is subject to change. Units may be moved around, deleted, or added.

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| --- | --- | --- | --- |
| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| Unit 1: IntroductionsUnit 2: At SchoolUnit 3: In the Classroom | Unit 3: In the ClassroomUnit 4: My DayUnit 5: My Class | Unit 6: My FamilyUnit 7: Where You LiveUnit 8: In the Community | Unit 8: In the CommunityUnit 9: Eating and ShoppingUnit 10: Health and Safety |

**Grading:**
A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (0-59%)

**In addition to West Fargo High School policies, the following are Ms. Nelson’s policies:**

1. Late/Missing Work
	* Missing work will receive 0s in PowerSchool.
	* Late work is accepted for full credit until the end of each quarter.
	* Late work will not be graded immediately. Ms. Nelson may take up to one week to grade each missing assignment.
2. Absences
	* School-wide attendance policy is attached to the end of this syllabus.
	* Please inform Ms. Nelson of any known absences 24 hours in advance.
	* You will receive the number of days you are absent plus one additional day to complete work that you may have missed.
3. Cheating and Plagiarism
	* School-wide policy applies.
	* ChatGPT/AI use is not allowed.
4. Cellphones/Technology Policies
	* School-wide cellphone policy applies. Phones are to be **out-of-sight** and **out-of-use.**
	* You may listen to music on your iPad during independent worktime. Ms. Nelson may take away this privilege if you are off task.
5. Teacher Assistance
	* Ms. Nelson arrives at the school at 7:45 AM. She teaches periods 2.3A, 3A, 4A, 3B, and 4B. Please do not interrupt these classes for help unless it is prearranged. Ms. Nelson can be located in room 105G or 106G (the EL office).
	* Please Ms. Nelson know ahead of time if you are coming in so she can make sure she is available.
	* Ms. Nelson will reply to all emails and Schoology messages within 24 hours. Messages received after 4:00 PM or over the weekend may not be answered until the next school day.
6. Behavior Expectations
	* Packers are compassionate, collaborative, and responsible. Please see the descriptions in the chart below to know what is expected of you.

PACKER PRIDE
 “Be a member of the Pack.”

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| EXPECTATION  | CLASSROOM  |
|  **Compassion**   |  * I follow rules and procedures.
* I make a positive impact on my school.
* I show kindness to others.

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|  **Collaboration**  |  * I am respectful in words and actions.
* I accept and give feedback.
* I know when it is appropriate to listen and to speak.
* I can ask relevant questions.

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|   **Responsibility**  |  * I complete my work on time.
* I am organized.
* I am engaged in my learning.
* I can pick up after myself.
* I am ready to work.
* I keep trying, even when it is hard.

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1. In-class Procedures
2. Start Bell
	* Read the agenda on the board/overhead.
	* Complete the Bellringer activity from the agenda.
	* Gather any materials you will need for class. You will **always** need your folder, your iPad, and something to write with.
	* Sharpen pencils if needed.
	* Turn in missing/late work to the missing/late work bin.
3. Independent Work
	* No talking during independent work.
	* You may listen to music on your iPad with headphones. Ms. Nelson can take this privilege away at any time for any reason.
4. Partner/Group Work
	* No music during partner/group work.
	* Remain on task. No off-topic discussions.
	* Ms. Nelson reserves the right to split up groups at any time for any reason.
5. Quizzes/Tests
	* No talking during assessments.
	* Keep your eyes on your own work. No looking at others’ work.
	* Quizzes may be given at any time without notice.
	* Tests will be announced several days in advance.
	* No music during assessments.
6. Bathroom/Drink/Hallway Passes
	* Make a pass on e-hall pass.
	* Passes will not be granted during the first 15 minutes or last 15 minutes of class.
	* Passes will not be granted during the middle of direct instruction.
	* Bathroom breaks should take a maximum of 5 minutes. Drinks should take only 1 minute. Taking too long to return may result in losing the privilege to leave class.
7. End Bell
	* Ms. Nelson will give a 5-minute warning near the end of the block.
	* Remain seated until the bell rings.
	* Make sure you push in your chair and clean up the floor around your desk.
	* Double-check that you know what you have for homework.

**WFPS Secondary Schools Attendance Policy**

West Fargo Public Schools has adopted the following policy regarding attendance:

*"Students must not be absent more than 10 times from each semester course in which they are enrolled if they are to receive credit that will count toward graduation. Exceptions which may be approved include illness substantiated by a statement from a doctor, supporting a family, or other special circumstances approved by the principal."*

The attendance standard indicated above is a minimum course requirement for successfully completing all courses. When learners’ absences go beyond the required limits, students will be dropped from the course as loss of credit (LC), unless otherwise determined by the learner’s administrator. Loss of credit carries the weight of an F. The administrator will possibly assign the student to a study area for the remainder of the semester during the period they were scheduled for that class. Credits lost due to poor attendance may be made up in the regular school program, in summer school, or via online credit recovery.

Students who are not yet sixteen years of age and do not attend school regularly will be considered truant and will be referred to the juvenile authorities as the law requires.

*NORTH DAKOTA LAW "15-34-01 School's Compulsory Attendance Every parent, guardian, or other person who resides in any school district and has control over an educable child of any age of seven years to sixteen years shall send or take to a public school each year during the entire time such school is in session."*

*NORTH DAKOTA LAW ’15-1-20-03 (section #4) states, “Any person who fails to ensure that a child is in attendance as required by this chapter is guilty of an infraction for a first offense and is guilty of a class B misdemeanor for a second or subsequent offense.”*

ABSENCES, EXCUSED AND UNEXCUSED

The following reasons for absences from school will be excused:

* Sickness of student
* Sickness in the student's family necessitating their absence
* Conditions over which the student has no control such as poor weather conditions

The following reasons for absences from school with be excused *and exempt* from counting toward the 10-absence limit:

* Documented medical note (doctor, dentist, etc.) including the date(s) of absence (code: M)
* School-sanctioned activity, field trip, etc. (code: A)
* Emergency situations as determined in collaboration with the school administrator, such as a death in the student’s family (code: S)

West Fargo Public Schools recognizes the need to attend school regularly. Therefore, missing school because of work will result in an unexcused absence.

Families are encouraged to take vacations during school breaks so students will not miss large amounts of class time. If students plan to be absent for some special reason, the students and their parents/guardians must check with the principal or an assistant prior to the absence if possible. Students will collaborate with their teachers in advance of the absence to determine the learning they will miss and are to attempt to complete all assignments before their absence.

SKIP CLASS

Students who skip classes will be given time in detention to make up for at least every minute they miss. A pattern of skipping will result in a meeting to consider educational alternatives for a student.

TARDINESS

Every fifth unexcused tardy will convert to an unexcused absence and the student will be assigned one and a half hours of detention. This is per class period and will adhere to the attendance policy.

ABSENCES AND PROCEDURES WHEN RETURNING TO SCHOOL

 When a learner is absent, a parent/guardian must call the office before 9:00 AM on the day the learner is absent and indicate the reason for the absence. If the high school does not receive a phone call, the school will call to inform the parent/guardian their learner is not in school. The bring-a-note-from-home system will not be used. Fake phone calls from someone other than parents/guardians will result in one hour of detention. Learners who return to school on time from being absent the day before need not check into the office.

Learners who are absent will be reported to the teachers. If the absence is excused, the learner will be allowed to make up the work missed for full credit if completed within the given period of time, which is at least one day more than the length of the absence. Learners who do not complete make-up work on time cannot receive full credit for the work unless otherwise determined by the teacher and administrator.

Learners who arrive or return to school after the school day has begun must check into the Main Office, so they know they are here. Students who are absent for only part of a school day should be responsible for assignments for the entire day. Learners should contact the teachers whose classes they miss to hand in any assignments that are due and to receive any assignments that may be due the next day. Whenever learners are at an appointment or under a doctor's care during an absence from school, they should bring a note from the doctor involved when returning to school, since these days are not considered in the limit of ten absences mentioned in the attendance policy. Learners must not in any way alter the excuse provided by the doctor. Any attempt to do so will result in the appropriate administrator calling the clinic and doctor to verify the excuse or to report the altering of the doctor's statement. Parents/guardians will be notified, and detention may be given. Learners should access Schoology to find assignments and other information from their classes when absent from school. Each learner has a Schoology login and username. If internet access is not available, parents/guardians may call to get work for their learner after the second day a student is absent.

PERMISSION TO LEAVE THE BUILDING

WFPS are legally responsible for learners during the school day. The school must give permission for students to leave school before they are allowed to leave school when a learner is not on an open period or their lunch period. Learners who need to leave the building during school hours must have the permission of the principal, assistant principal, or administrative assistant. For this to occur, parents/guardians must communicate in person or by phone with the Main Office. If a learner leaves the building when they are supposed to be in class and do not check out in the Main Office, they will be assigned detention.

DOCTOR AND DENTAL APPOINTMENTS

Whenever possible, doctor and dental appointments should be made at times other than during the school day. However, we realize that this isn't always feasible and if appointments must be made during the school day, we ask that learners try to make them during study hall time or open campus. A telephone call from parents/guardians stating the time of the appointment must be received in the Main Office before permission will be given to leave the building.

*West Fargo High School Procedure:*

* 3 absences: Letter 1 is mailed home to families.
* 5 absences: Letter 2 is mailed home to families and the administrator connects with the student.
* 7 absences: The administrator contacts the family and the student to establish a plan outlining expectations. If expectations are not met, the student will be dropped from the course(s) beyond 10 absences baring extreme extenuating circumstances.

**West Fargo High School Planned Absence Procedure (Green Sheets)**

If a student is aware of an upcoming absence in which they will miss at least three consecutive days of school (family travel, etc.), the student is expected to complete a Planned Absence Approval Form. Using the Planned Absence Approval form, the student will connect with each teacher to document expectations for missing work. Upon completing the form, the student submits it to the Main Office who will then email it to all appropriate stakeholders for documentation.

If expectations of the Planned Absence Approval Form are not met or a form is not submitted and the student misses three consecutive days (marked excused), educators can withhold credit for missing work.

**West Fargo High School Tardy and Unexcused Absence Procedure**

Every fifth unexcused tardy will convert to an unexcused absence and the student will be assigned one and a half hours of detention. This is per class period and will adhere to the attendance policy.

To convert the fifth unexcused tardy to an unexcused absence, the teacher of the class will record the fifth unexcused tardy as UV in PowerSchool instead of UT and include a note in the comments (5th tardy, 10th tardy, etc.). This will direct the Main Office to assign the hour of detention and help address any family concerns (as a phone call will automatically go home).

Students who skip classes will be given time in detention to make up for at least every minute they miss (1.5 hours for regular classes, 30 minutes for advisory, etc.). A pattern of skipping will result in a meeting to consider educational alternatives for the student.

Students marked “unverified” will be recorded on a “call down list” at the end of each instructional day. The following day, administrators will connect with students on the list to discuss the absence/assign detention. It is extremely important for attendance to be accurately recorded (changing UVs to UTs if necessary, etc.) to properly inform and not delay this process.

**West Fargo High School Food and Drink Procedure**

* No food in hallways
	+ This includes Period 1 and Period 2 breakfasts
	+ This includes all lunches (purchased from school, brought from home, fast food, take-out, etc.)
* Food in classrooms must be provided by teacher(s)
* All drinks must be in a container with non-spill lid
* **Food or drinks NOT in a non-spill lid will be directed to be thrown away**
* Students may bring their own food, but it must be consumed in the Commons.
* **Food deliveries for students are not allowed.** Deliveries (UberEats, DoorDash, etc.) will be thrown away.