



## Welcome to West Fargo High School AVID Grade 11



Ms. Shannon Flanery

scflanery@west-fargo.k12.nd.us

**AVID's Mission Statement:** AVID's mission is to close the opportunity gap by preparing all students for college and career readiness and success in a global society.

**Overview:** The 11th grade AVID Elective course is designed to support students in rigorous courses with research skills, financial literacy, and continued skill-building in reading and writing. In addition to the academic focus of the AVID seminar, college-bound activities, methodologies, and tasks that will be undertaken during the junior year to support students when they apply to four-year universities and confirm their postsecondary plans. Students will complete one college essay before beginning senior year and begin to understand the financial aid and scholarship application process.

Together we will continue to grow and strengthen your AVID skills through:

- **Writing** experiences every day in every class
- **Inquiry** projects including tutorials, Socratic Seminars, etc.
- **Collaboration** activities that are fun and purposeful – tutorials and team-building
- **Organization** of your school work and your time
- **Reading** for a purpose and gaining high level reading skills

**Student Expectations:** Remember that you will agree to all of the following when signing your AVID contract, as an AVID student who wishes to be completely eligible for four-year college enrollment upon graduation:

1. I will take responsibility for my own learning and maintain satisfactory citizenship and attendance in all my classes.
2. I will maintain a minimum 2.0 overall GPA or will be placed on a probationary contract.
3. I will maintain enrollment in college-prep courses, including at least one honors or Advanced Placement course, as appropriate for my situation.
4. I will attend before- or after-school help sessions as needed to raise my grades.
5. I will be an active learner, be prepared for all classes with all assigned work completed, take notes, and be an active participant in all activities.
6. I will come prepared for tutorial sessions by bringing higher level questions, my AVID binder with notes, and my textbooks or Ipad. I will also ask questions to help my peers, and participate with my classmates and tutors to find the answers to my questions.
7. I will pursue participation in extracurricular activities and community service.
8. I will prepare for and take college entrance exams such as the PSAT, PLAN, SAT, and ACT.

**Materials Needed for Class** – All AVID students at WFHS (and across the country) are held to high standards for organization of their course materials. Students are expected to take good care of these materials. If you destroy or lose these required materials, you will have to buy replacements for them.

- Large 3-ring binder with subject dividers and folders for each course, extra loose leaf or notebook paper
- School Planner
- Pencil pouch that houses two pens, two pencils a highlighter
- iPad with all notes and materials housed there for each course

**Grading and General work guidelines:** Organization and collaboration are an essential part of your high school years.

- 30% = Weekly binder organization, note-taking, and planner checks
- 30% = tutorials (completed forms, notes, and reflections)

- 40% = Class activities such as critical reading, writing projects, other major projects, class discussions etc.

**Grading Scale:** A = 90% or higher   B = 80-89%   C = 70-79%   D = 60-69%   F = 59% or lower

**Semester Grade:** Each quarter grade is 50% of your semester grade. KEEP THIS IN MIND!

**Late Work:** I will always except your late work. Until the work is turned in you will have a 0 in the grade book. Once your work is turned in I reserve the right to take my time giving you feedback just as you took your time turning it in. However the grade earned no matter what will be the grade you receive regardless of that item's lateness.

### **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 will 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 barring extreme extenuating circumstances.

### **Logistics:**

**Weekly Schedule:** This schedule will be followed on most weeks. As the year progresses, we will establish a clear weekly routine.

Monday	A Lesson & Organization Check – start our week	B Lesson & Organization Check – start our week
Tuesday	B Lesson & Organization Check – start our week	A Lesson & Organization Check – start our week
Wednesday	A Tutorial	B Tutorial
Thursday	B Tutorial	A Tutorial
Friday	A Organization check & Fun Friday	B Organization check & Fun Friday

- Lesson plans or each week will be in the welcome folder.
- There will be a folder for each week that has the week's materials as well as submission folders for that week.

### **What we will do in this course will roughly look like:**

Q 1	Q 2	Q 3	Q 4
<ul style="list-style-type: none"><li>• AVID College and Career Readiness Framework</li><li>• Organization</li><li>• Focused Note-Taking</li><li>• Tutorology</li><li>• Goal Setting</li><li>• College &amp; Career with Tallo</li><li>• Packback: Setting Up for Success</li><li>• Relational Capacity: Stage 1</li></ul>	<ul style="list-style-type: none"><li>• Disciplinary Literacy: Writing</li><li>• Tutorology</li><li>• Packback: Inquiry Lessons</li><li>• Opportunity Knowledge</li><li>• Research, including optional Packback application</li><li>• Relational Capacity: Stage 2</li></ul>	<ul style="list-style-type: none"><li>• Disciplinary Literacy: Reading</li><li>• Tutorology</li><li>• Financial Literacy with EVERFI</li><li>• Packback: Disciplinary Literacy Lessons</li><li>• Relational Capacity: Stage 3</li></ul>	<ul style="list-style-type: none"><li>• STEM</li><li>• Tutorology</li><li>• Student Agency: Common Ap Essay</li><li>• Relational Capacity: Stage 4</li><li>• Portfolio Presentations</li></ul>

### **Communication**

- All course information will be housed in Schoology. Weekly updates and expectations will be posted with directives to respond with a "like", showing you read and understood the week's directives.
- When in class face to face, make sure to copy weekly information on the board into your planner
- The best way to contact me is via email at [scflanery@west-fargo.k12.nd.us](mailto:scflanery@west-fargo.k12.nd.us)

- Messages will be returned each week day Monday-Friday during my scheduled teaching hours 8:10 am-4:00 pm. HOWEVER, my preparation period is not until eighth period, which is the very end of each day, so I may not get back to you until then.
- Do not expect a response after 4:00 pm weekdays or on weekends.
- I will be online on Wednesdays and available to answer questions via email or Schoology The school's phone number is 701-356-2050, and I will look for voicemail at the end of each school day and will respond accordingly the following day. My Direct Extension is 1861

#### Ipad usage in the room:

- Everyday your device is needed!
- Devices are open when I say
- Devices are closed when I say
- When I give the attention signal eyes off the screen and on me
- ALWAYS BE ON THE SAME PAGE AS ME
- Music is only okay during INDEPENDENT work time
- No phones.
- None of the above is negotiable

Page Break

#### Note to parents/guardians:

I believe that students can be more successful if parents/guardians, your student, and the teacher work together. If you ever have any questions and/or would like an update on your student's progress; please feel free to contact me. My contact information is on the front of this syllabus. Grades will be available for you on PowerSchool. I will update grades on this website as new entries are entered. All parents should have the login information or you can contact the main office for this.

If you need any translators or help translating this document please let me know as we have access to those as well.

Thank you and I am looking forward to a great AVID experience!

Sincerely,

Shannon Flanery



**Please initial next to each area showing you have read and understand the expectations of you and your student's responsibilities.**

\_\_\_\_\_ Study logs are due each Monday, or the first day of each week. These will be a total of 100 minutes for each night of the school week, so a typical week should have 500 minutes. In order for the AVID student to receive credit, these need to be signed by a parent or guardian each week.

\_\_\_\_\_ Students are expected to make use of and interact with their agendas. These will be checked by the AVID instructor each week. Parents/guardians should initial at the end of each week, showing they have checked to see if their student is making use of his or her agenda.

\_\_\_\_\_ Binder checks are every other Friday. Students must have their grades printed. These printed grades will be sent home with the student's for a parent/guardian to initial to show you are aware of your student's grades and standings in his or her coursework.

\_\_\_\_\_ AVID students in all grades take two off campus college visits each year. Parents sign a field trip waiver at registration time. This same waiver covers these visits, so you will not be receiving a separate permission slip at the time of these trips.

\_\_\_\_\_ Students are not allowed to have cell phones before or during class. School policy regarding usage and confiscation will be enforced.

**Note to parents/guardians:**

I believe that students can be more successful if parents/guardians, your student, and the teacher work together. If you ever have any questions and/or would like an update on your student's progress; please feel free to contact me. My contact information is on the front of this syllabus. Grades will be available for you on PowerSchool. I will update grades on this website as new entries are entered. All parents should have the login information or you can contact the main office for this.

**Communication between AVID students, teachers and parents is critical for student success! We are an AVID family! Please help us be better prepared to communicate with you.**

- Please provide a working email, if you have one, at which you can be reached. This is especially necessary for scheduling student led conferences, and for sending out any AVID reminders.
- Please provide a cell phone number for the primary parent or guardian at which you can be reached.
- Please indicate yes or not if a translator is needed to best communicate regarding your student, and if so for which language.

**Parent or Guardian Signature:**

