



Welcome to West Fargo High School AVID Grade 10



Mrs. Kleffman-Moen

kkleffman-moen@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: During the 10th grade AVID Elective course, students will continue to refine and adjust their academic learning plans and goals, increasing awareness of their actions and behaviors. As students increase their rigorous course load and involvement with school and community, they will hone their time-management and study skills accordingly. Students will continue to build their student agency through guided leadership study. Students will narrow down their colleges and careers of interest based on their personal interests and goals.

This year will include a strong focus on the following areas:

- **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 schoolwork and your time
- **Reading** for a purpose and gaining high-level reading skills

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>“How to AVID”</p> <ul style="list-style-type: none">• Organization• Focused Note-Taking• Tutorials• Goal Setting• Vocabulary Building• Socratic Seminar• Relational Capacity: Stage 1	<ul style="list-style-type: none">• Tutorials• Career Project• WICOR• Vocabulary Building• Philosophical Chair• Field Trip - MSUM• Relational Capacity: Stage 2	<ul style="list-style-type: none">• Character Analysis Project• Tutorials• Vocabulary Building• Critical Readings• Socratic Seminar• Relational Capacity: Stage 3	<ul style="list-style-type: none">• ND RU Ready & Scholarship project• Tutorials• Vocabulary Building• Philosophical Chair• Critical Readings• Field Trip – M State• Relational Capacity: Stage 4

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 need to buy replacements for them.

- Large 3-ring binder with subject dividers and/or folders for each course, extra loose leaf or notebook paper
- School Planner
- Pencil pouch that houses two pens, two pencils, and 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 accept any late work within four weeks of the due date, after that work will not be accepted. Additionally, you will be required to submit a late work form after turning in the late assignments. The reason is to have you reflect on why the work is being turned in late. Until the work is turned in and you complete a late work form, 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, no work will be deducted points due to lateness.

Attendance Policy: If you are not in the AVID classroom ready to begin class by the time class begins you will be marked tardy. Additionally, per West Fargo High School policy, every fifth tardy will be converted to a UV.

Weekly Schedule: This schedule will be followed on most weeks but is subject to change based on class projects or school schedules.

Example 1:

Monday	Tuesday	Wednesday	Thursday	Friday
Content Day		Tutorials		Content or CHOICE Day
Weekly lesson/ project days, organization checks, WICOR, etc.		Tutorial Day! *Complete TRFs, engage in tutorials, tutorial mini-lesson, etc.		Continuation of project <u>OR</u> AVID CHOICE Day curriculum
*Things we need to do to begin our week				

Example 2:

Monday	Tuesday	Wednesday	Thursday	Friday
	Content Day or Tutorials		Tutorials	
	Weekly lesson/ project days, organization checks, WICOR, etc.		Tutorial Day! *Complete TRFs, engage in tutorials, tutorial mini- lesson, etc.	
	<u>OR</u> Tutorial Day!			

Communication

- All course information will be housed on Schoology within weekly folders.
- The best way to contact me is via email at kkleffman-moen@west-fargo.k12.nd.us
- Messages will be returned each weekday Monday-Friday, during my scheduled teaching hours 8:00 am-4:00 pm. However, my preparation period is during the first block, which is the very beginning of each day, so I may not get back to you until the following day.
- Do not expect a response after 4:00 pm on weekdays or on weekends.

Other Important Information

- Plagiarism: Plagiarism is unethical. Show the respect you would want for your hard work and do not claim something that is not yours, including utilizing Artificial Intelligence! Cutting and pasting sentences off the Internet into a Word document or copying sentences directly from the Internet will not be permitted. Paraphrase what you have found by putting it in your own words. You may use direct quotes if you cite your source. Graded assignments that are plagiarized will receive a 0.
- Cell Phone Use: Per WFHS policy, cell phones must be out-of-sight and out-of-use from bell to bell.
 - 1st Offense: The first time I see your phone out, I will ask you to place it back in your backpack. I will only offer this one reminder.
 - 2nd Offense: I will bring your phone to the Main Office where you can pick it up at the end of the day.
 - 3rd Offense: I will bring your phone to the office. You will need to turn your phone into the Main Office for the next five school days.
 - 4th Offense: I will bring your phone to the office. It will remain in the Main Office until picked up by a parent/guardian.
 - If you refuse to hand over your phone, you will be sent to the Main Office.
- Headphone Use: No Air Pods or headphones will be allowed in class unless it is independent work time. I expect them to be taken out / off once you have entered the AVID classroom. If it becomes a continued issue, I will ask for them to be placed on the teacher's desk or bring them to the main office.
- Inappropriate Language: The words we use are powerful. We must choose them wisely and make sure they are not used to put one another down or degrade the classroom environment. School is a professional space and your language in our classroom should reflect this
- Food and Drink: All drinks must have a spill-proof lid, the plastic caps from the school store do not count. Do not make a mess! Do not let your drink distract you from class or this privilege will be revoked. The only food allowed is teacher-provided.

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.

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,

Keelie Kleffman-Moen



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:

