

Resource Study Hall

Erika Brann & Brittany Smith
2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



Course Description:

This class focuses on learning, organizational and behavioral strategies that will enable the student to complete assignments independently while earning credit. Strategies are taught while working on homework. Students will learn to monitor their class performance and learn self-advocacy skills. The student will meet with the teacher in person to discuss current progress and post-secondary planning.

Course Goals:

- Learn and understand your IEP
- Organization Strategies
- Study Skills
- Behavior Management & Coping Skills
- Social Skills
- Transition & Life Skills

Course Logistics:

- Students will complete daily grade tracking sheets (“Green Sheets”)
- Students are expected to participate in goal work and transition/life skills lessons as assigned.
- Students are expected to work on school assignments and/or Edgenuity courses each period of study hall.
- Students will work with their case manager on IEP related components as assigned.
- Virtual Office Hours: Teams as determined by parents, student, and/or case manager.
- Additional Tutoring Times: contact case manager.

Communication:

- Class Updates/Changes:
 - All class updates will be posted to the “Brath” Schoology page.
 - Links for virtual office hours and Teams meetings can be found on the “Brath” Schoology page.
- Email: **preferred mode of communication**
 - Erika Brann ebrann@west-fargo.k12.nd.us
 - Brittany Smith bmsmith@west-fargo.k12.nd.us
 - I will respond to emails between 7:50 AM - 3:40 PM.
- Phone:
 - WFHS Main Office: 701 - 356 - 2050
 - Direct Line to Ms. Brann & Mrs. Smith’s Office: 701 - 499 - 1931

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bsmith@west-fargo.k12.nd.us



Student Communication:

- Technology issues: Students are expected to contact their case manager *and/or* the WFHS Student Help Desk on Schoology.
- Academic/Class issues: During off-site learning days, students are expected to contact their case manager *and* their teacher immediately if they are having difficulties with the material.
- Organizational/Social-Emotional Difficulties: Students should discuss the difficulty with their case manager *and/or* counselor as soon as possible.

Grading:

- Students earn .25 credit per semester (0.5 credit per full academic year) for successfully completing the course requirements of Resource Study Hall. Students must receive a satisfactory to pass the course and to earn credit.
 - Satisfactory (SA): 100 % - 70 %
 - Unsatisfactory (UN): 69 % and below
- Students can receive 1 point per day for completing & turning in their daily Green Sheet where they are expected to:
 - Check PowerSchool
 - Check Schoology
 - Check their school email
 - Complete a grade check for all classes
 - Check & list any missing assignments
 - Create a “to-list” for each block detailing academic tasks to be completed

Materials:

- Students are expected to bring the following materials to class daily:
 - WFPS iPad and charging cord
 - Wired headphones/earbuds (Bluetooth/wireless ones are not permitted)
 - Writing materials (iPad pen, pencils, highlighters, etc.)
 - Calculator (math & science classes)
 - Course materials (textbooks, folders, notebooks, etc.)
 - Planner

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



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 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)

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



- 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

Resource Study Hall

Erika Brann & Brittany Smith
2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



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.

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



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.

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



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 approved by the educator in the room
- 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.

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



WFPS Secondary Schools Eligibility Policy

While participating in high school extracurricular activities, a learner must be enrolled in six credit-bearing courses per semester (the passing grade will be computed from the beginning of the semester or quarter). A learner who has special permission to be enrolled in less than 6 credit-bearing courses per semester must have their eligibility approved by the principal (examples: a learner taking college classes, extended illnesses, enrolled in Community High School, or the Virtual Program).

To be eligible to participate in high school extracurricular activities, learners cannot be failing more than one course and must have zero detention hours.

To be eligible to participate in middle school extracurricular activities, learners cannot be carrying a "1" in more than one course.

Learners at the middle and high school level MUST be in attendance for ALL enrolled courses on the day of a practice, competition, or contest to be able to participate. For weekend or non-school day contests, learners must have been in attendance for ALL enrolled courses on the most recent school day prior. Exceptions for medical appointments (with a note from a medical professional) and special circumstances determined by the learner's administrator will be made as needed.

If a learner is dropped from a course as a withdraw fail (WF) or loss of credit (LC), those designations on the learner's transcript hold the weight of an F and negatively impact learner eligibility until the learner recovers the credit or the first eligibility pull of the following semester.

Academic eligibility for a learner in high school and middle school shall be determined weekly beginning with the second week of each quarter.

High School Learners are able to become eligible throughout the week if they are able to meet the requirement of failing NO MORE than ONE course. Educators are expected to update gradebooks weekly, the evening before eligibility is pulled, and learners must plan accordingly if they expect updated grades for missing or redone assignments.

If a week has three days or less, no changes in eligibility will occur.

Learner eligibility at the beginning of the semester shall be determined by the prior semester's grades. Learner eligibility at the beginning of the second quarter and fourth quarter shall be determined by the prior quarter's grades. At the beginning of a quarter or semester, an ineligible learner may become eligible after two weeks have passed from the first day of the quarter or semester and the learner has been deemed academically eligible. This is when the first list will be published for the next grading period. Spring activities with contests following graduation will be governed by the eligibility list that was in effect for the last portion of the fourth quarter.

Extracurricular supervisors and administrators will monitor academic standings and notify individual learners if they become ineligible.

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



WFPS Secondary Schools Cell Phone Policy

For further information on learner use of personal technology, please see district policy:
<https://www.west-fargo.k12.nd.us/Page/8837>

West Fargo Public Schools holds high expectations for learner behavior, academic integrity, and responsible use of existing and emerging technology, such as cell phones, smart watches, laptops, and other personal electronic devices capable of transmitting data or images. Learners who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment. Standards for responsible use:

- All personal electronic devices, including but not limited to cell phones and smart watches must be turned OFF and kept OUT OF SIGHT while on school property, from arrival until final dismissal bell. Any visible device, whether powered on or off will be confiscated.
- It is the learner's responsibility to secure their electronic devices to show care for their technology devices and personal information. The school is not responsible for lost or stolen items or individual service plan charges related to use of electronic devices.
- The use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms at all times of the day.
- Learners are expected to respect the network and adhere to the Acceptable Use Policy (AUP) when
- using school-issued electronic devices. Learners will be expected to access the district's Wi-Fi network via their iPad during designated school activities unless connections are unavailable.
- Photographing or recording of another person should be used only for educational purposes as defined by the educator. Any use of an electronic device for other than educational purposes will result in a consequence. Messages and photos on an electronic device are subject to viewing by administration given reasonable suspicion of a crime or school infraction.
- Use of a personal electronic device will result in the device being confiscated, and administration will adhere to the Code of Conduct.
- Learners may use school telephones to contact parents or caregivers if needed.
- Learners who need a personal device for medical needs will provide school administration with the necessary documentation.

Specific to West Fargo High School:

- Learner cell phones, smart watches, and all other personal devices that can send and receive messages are OUT-OF-SIGHT and OUT-OF-USE from 8:25a until 3:35p.
- Devices CANNOT be kept on your person (in a pocket, etc.). They must, at a bare minimum, be kept in a CLOSED backpack pocket. Devices can also be left in your car, at home, etc.
- Devices CANNOT be utilized or checked during passing times, lunch time, or Open Campus if you chose to remain on campus.

Resource Study Hall

Erika Brann & Brittany Smith
2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bmsmith@west-fargo.k12.nd.us



- If you choose to leave the classroom to visit the nurse, go to the bathroom, etc., your backpack (with your phone inside) STAYS IN THE CLASSROOM.

Consequences by Offense:

1. The device is brought to the Main Office, picked up by the student at the end of the student's day
2. The device is brought to the Main Office, picked up by the parent/guardian at their earliest convenience not to be returned to the student until the end of the student's day
3. The device is brought to the Main Office, picked up by the parent/guardian at their earliest convenience, not to be returned to the student until the end of the student's day, additional plan assigned to the student
4. The device is brought to the Main Office, picked up by the parent/guardian at their earliest convenience not to be returned to the student until the end of the student's day, 1 day ISS
5. The device is brought to the Main Office, picked up by the parent/guardian at their earliest convenience not to be returned to the student until the end of the student's day, 1 day OSS
6. The device is brought to the Main Office, picked up by the parent/guardian at their earliest convenience not to be returned to the student until the end of the student's day, transition to Virtual Program

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bsmith@west-fargo.k12.nd.us



	 <p>COMPASSION</p> <p><i>Learners demonstrate their understanding of the complexities of cultures and global issues and see viewpoints beyond their own in order to positively impact the world around them.</i></p>	 <p>COLLABORATION</p> <p><i>Learners work together, resolving controversy and conflict through respectful negotiation.</i></p>	 <p>RESPONSIBILITY</p> <p><i>Learners are actively engaged in their learning and demonstrate responsibility, organization, and perseverance.</i></p>
ARRIVAL & DISMISSAL	I hold the door for others. I allow others to exit before I enter. I have a positive attitude. I am patient with others.	I ask or tell school staff when I need assistance.	I am on time. I enter and exit the school in a timely manner.
RESTROOM & LOCKER ROOM	I keep the space clean. I respect others' space, privacy, and property.	I return to class quickly. I report issues to school staff. I am respectful with my words and actions.	I keep my personal items secure and convenient. I maintain good personal hygiene.
CLASSROOM	I follow the rules and procedures. I make a positive impact on my school. I show kindness to others.	I am respectful with my words and actions. I accept and provide feedback. I know when it is appropriate to listen and to speak. I can ask relevant questions.	I am organized and complete my work on time. I am engaged in my learning. I clean up after myself. I am ready to learn and work. I keep trying, even when it is hard.
HALLWAY & LOCKER	I follow directions from school staff. I respect the hallway displays. I report messes or issues to school staff. I move quietly.	I am respectful with my words and actions. I use appropriate volume and language when speaking.	I walk on the correct side. I keep my personal items secure and convenient. I respect others' personal space.
OFFICE	I am honest and polite. I respect others' privacy. I report bullying, harassment, and substance abuse.	I ask or tell school staff when I need assistance. I am respectful with my words and actions.	I wait patiently and quietly until staff is available. I return to class quickly.
THEATRE & GYMNASIUM	I follow directions from school staff. I watch and listen to the presentation. I locate school staff in an emergency.	I participate as I am expected. I am respectful with my words and actions. I listen to directions.	I stay seated and with my assigned group. I keep my hands, feet, and objects to myself.
COMMONS	I welcome anyone who sits near me. I meet new people. I talk kindly to others. I stand up for those in need.	I use appropriate volume and language when speaking. I ask or tell school staff when I need assistance.	I use my time wisely. I use the space for learning and working. I take care of my trash and recyclables. I make appropriate choices, even if others are not.

Resource Study Hall

Erika Brann & Brittany Smith

2025-2026

School Phone: 701 - 499 - 1931

Email (Erika Brann): ebrann@west-fargo.k12.nd.us

Email (Brittany Smith): bsmith@west-fargo.k12.nd.us



WFPS PROFILE OF A GRADUATE

The Profile of a Graduate dispositions articulate the core values of West Fargo Public Schools for all members of the organization including our learners and all staff.



COLLABORATION

...work together, resolving controversy and conflict through respectful negotiation.



RESILIENCE

... persist on the path toward physical and mental wellness despite impediments and challenges by defining and developing solutions to existing or future problems.



COMPASSION

... demonstrate their understanding of the complexities of culture and global issues and see viewpoints beyond their own in order to positively impact the world around them.



CRITICAL THINKING

... systematically go beyond knowledge reproduction to reason, organize, summarize, interpret, analyze, and synthesize information in ways that generate new understanding.



COMMUNICATION

... connect and share ideas and select an appropriate format to express thoughts and ideas with integrity and appropriate digital citizenship.



CREATIVITY

... take risks to develop and revise ideas.



REFLECTION

... take ownership in their learning by being empowered to take multiple pathways to demonstrate understanding and mastery.



RESPONSIBILITY

... actively engage in their learning and demonstrate responsibility, organization, and perseverance.