



Welcome to West Fargo High School AVID Grade 10



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: AVID 10 is all about preparing for the future, whatever that might look like for each student. We will explore various kinds of colleges, military pathways, and even direct to workforce options. As well as explore each student's individual interests, passions, skills and what they might both be interested in and ready for in the future. This year will focus a lot on skills for success, such as studying, test taking, thinking and reading critically, presenting, and interviewing. And last but not least as always 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, or advanced course of any kind 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 OR folders for each course and notebooks for each course
- School Planner or Agenda
- 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!

Weekly Schedule: This schedule will be followed on most weeks.

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 for each week will be posted to Schoology and put in student planners every 1st day of each week
- There will be a folder for each week that has the week's materials as well as submission folders for that week.

WFPS Academic Integrity Policy

"The students and staff of the West Fargo Public Schools value academic honesty and integrity. Academic dishonesty (cheating) is unacceptable because it threatens the ability of a student to learn the material, violates our core PACK behavior expectations in a variety of ways, including disrespecting other students and the teacher, as well as violating the expectation of conducting oneself with honesty and integrity. Furthermore, a key part of a teacher's job is to assess what a student knows, understands and is able to do. Cheating produces results on assessments that do not allow the teacher to accurately assess a student's knowledge and skill, and thus makes it even harder for the teacher to help their students succeed."

**For further information regarding cheating and WFPS policy see student hand book*

Assigning homework:

- The weekly plan is always posted on Schoology
- The plan for the day is posted on the bellwork/do now for the day
- Schoology- assigned schoology assignments will send reminder requests
- A final reminder and plan for the week is written on the board in the classroom by the book shelf

Turning in homework:

- Schoology – submit assignment button- make sure this step is taken! You will get a rocket sending off if you did it correctly

- Any paper copies can be turned into your classes tray located at the front of the room.

Late work and missing assignments:

- I will take work for all organization checks, and missing or made up tutorials until the quarter ends
- For each "Unit of Study" – I.E. Career Research Project- all work that relates to that unit is due @ the end of the unit.
- I will put 0's in as soon as I can if something is missing to wake you up, and alert you to a missing assignment

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.

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.

Cellphone Policy: In accordance with the ND State Law

- 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.
- 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 are as follows (and aligned across all WFPS high schools):

- *First Offense:* The device is brought to the Main Office, picked up by the student at the end of the student's day
- *Second Offense:* 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
- *Third Offense:* 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, behavior plan assigned to the student
- *Fourth Offense:* 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
- *Fifth Offense:* 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
- *Sixth Offense:* 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 for the at least the remainder of the semester



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 in Infinite Campus, and I will update grades on this platform weekly. 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, or any others 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