

EL Newcomer Business Syllabus

Ms. Flanery

Room 101G-B

A day



Welcome to EL Newcomer Business! In this class we will work towards being able to use the iPads and its applications indecently and with confidence in any course and for any reason. This will take time and patience and a good attitude but together we will reach our goal.

Content Standards: What you will learn

7.5.5 Differentiate between operating systems and applications.	4.1.47 Apply proper etiquette when communicating using technology.
4.1.50 Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios.	4.1.59 Enhance documents by using advanced layout, design, and graphics
7.7.15 Demonstrate the transferability of skills between applications.	

Year at a Glance:

Quarter 1

- Unit 0 – Packer Process
- Unit 1 – iPad basics
 - Schoology
 - Infinite Campus
 - Outlook
 - Securely/e-hall pass
 - One Drive
 - Translate apps
 - School Website
 - Web browser
 - Type.com

Quarter 2

- Unit 2 – School Success
 - Note Taking
 - Summarizing
 - Study Skills
 - Organization
 - Agenda Use

- Outlook
- Schoology
- Group & Individual Projects

Quarter 3

- Unit 3- Office 365
 - Word
 - Power Point
 - Outlook
 - One Drive

Quarter 4

- Final power point project with research, note taking, summarizing, and presentation
- Final word project with typing, research, note taking, and presentation

Grade Scale:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 & under

Grade Break down:

Semester 1 = 50 % Quarter 1 + 50% + Quarter 2 Mid Term Project & Test

Semester 2 = 50 % Quarter 3 + 50 % + Quarter 4 Final Project

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 handbook*

Assigning homework:

- The weekly plan is always posted on Schoology
- The plan for the day is posted on the bell work/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 bookshelf

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 folder and placed in the turn in bin

How you get feedback, grades and assignments back:

- Assignments will be handed back to you in person with feedback
- Schoology assignments, practice and quizzes will show grades upon completion
- Projects and presentations will be graded using a rubric and have according to feedback

Late work and missing assignments:

- I will always take work up until the UNIT ENDS
- 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