

EL MTSS SH

Ms. Nelson - Room 103M

COURSE INFORMATION

- Course Name: EL MTSS SH
- Class Period: Period 3A
- Teacher: Ms. Nelson
- Room: 103M
- Office Location: 106G
- Email: lcnelson@west-fargo.k12.nd.us

GRADING SCALE

PASS - 80% OR

HIGHER

FAIL - 79% OR LOWER

MS. NELSON'S SCHEDULE

Class Periods	A Days	B Days
Period 1	Prep	Language Arts IV 101 G-A
Advisory WIN	Advisory - 119E WIN - 101 G-A	
Period 2	PLC- 101 G-A	Language Arts IV 101 G-A
Period 3	EL MTSS Study Hall 103M	Closed Study Hall 109G
Period 4	Newcomer English 101G-A	EL Building Level Representative 106G

COURSE MATERIALS

- Pencil or Pen
- Class Folder: Must be stored in bin on Ms. Nelson's cart.
- National Geographic World English Handouts
- iPad

POINTS BREAKDOWN

- World English Lesson: 10 points a week
- Grade Check Email: 5 points a week
- Grade Check: 5 points a week
- Participation: 10-15 points a week

COURSE DESCRIPTION

This class will help you succeed in school. We will work to identify obstacles in your learning and practice strategies to overcome them. We will improve your organizational skills and help you become an advocate for yourself. You will have time to work on your homework in this class. However, some of your time in this class will be utilized to help you track grades and missing homework, identify opportunities for help, set goals and practice important skills that will lead you to success.

As an English Learner, one of your big goals is developing in the English language. During part of this class, we will focus on building language skills to help you improve your English proficiency skills in listening, reading, speaking, and writing.

COURSE OBJECTIVES

- Develop strong study habits
- Develop effective organization skills
- Track progress in my courses to improve my academic outcomes
- Goal setting and tracking goals
- Improving English listening, reading, writing, and speaking proficiency

MS. NELSON'S POLICIES

LATE WORK POLICY

- All late work must be submitted by end of unit assessment.
- I will accept late work for full credit, but you must complete my late work form before I will grade it.
Furthermore, late work will not be graded immediately. If you turn in an assignment late, I can take up to the end of the quarter to grade it.
- Os will be entered in Infinite Campus for all missing work. The only way to remove the O is to turn in your assignment.

REDO POLICY

- Redos are not offered for most assignments.
- I will consider redos on a case-by-case basis for extenuating circumstances. Email me or talk to me before or after class if you are interested in redoing an assignment.

ATTENDANCE POLICY

- Please let the front office and your teachers know if you will be gone.
- You will not earn credit for a class if you miss 10 or more times.
- If you are gone, please check Schoology to see what you missed.
- If you are late for class, you will be marked UT.
- If you are more than 20 minutes late or gone longer than 20 minutes on a pass, you will be marked truant.
- Please see Student Handbook for additional information.

CELLPHONE POLICY

- Cellphones must be out-of-sight and out-of-use during school hours.
- You may NOT use your phone between classes and at lunch.
- You must go to the office and use their phone to call home. You may not take calls during class.
- Your backpack (with your phone in it) remains in the classroom when you go to the bathroom.
- If I see your phone, I will take it and bring to the office.

AIRPODS/HEADPHONE POLICY

- AirPods are only allowed during individual work time. You may not use them during group work or while I am teaching.
- You may use my headphones for assignments that require them or to listen to music on your iPad during individual work time.

FOOD/DRINK POLICY

- Drinks must have a spill-proof lid. Drinks without lids must be placed on my cart until the end of class.
- Per the rules of 103M, food is not allowed without permission.

SECURLYPASS POLICY

- You must use SecurlyPass to leave the room.
- Limit of 2 students out at a time.
 - The hallway is not for socialization. Friends may be denied hallpasses at the same time even if we aren't at the two limit.
- Hallpass privileges may be restricted if you do not use your passes appropriately.
- Store passes are not allowed and your pass must be for the location you set it as.
- Hallpasses will not be accepted in the first 15 or last 15 minutes of class.
- Your backpack MUST remain in class when you go to the bathroom.
- Bathroom passes should be about 5 minutes long. If your pass is over 10 minutes, your hallpass privileges may be restricted.

PLAGIARISM/AI POLICY

Plagiarism is wrong. This means you should not copy someone else's work or ideas and say they are yours. Show the same respect you would want for your own hard work. Do not copy and paste sentences from the internet, a textbook, or any other source. You must use your own words (this is called paraphrasing) or give credit to the source (this is called citing). Copying from another student or letting someone copy from you is cheating. This will result in zero points for both students. This also includes using AI, like ChatGPT, Google Gemini, etc. If you are found to have cheated, your principal will be contacted. If the cheating continues, contact will be made with your guardians.

CLASSROOM PROCEDURES

BEGINNING OF CLASS

- Make sure you have all your required class materials.
- By the time the bell rings, be in your assigned seat and have your Study Hall folder.

DURING CLASS: LANGUAGE DEVELOPMENT LESSON

- Do not talk over Ms. Nelson while she is teaching or over your classmates when they are sharing their work.
- Do not interrupt instruction to ask for a hallpass unless it is an emergency.
- Raise your hand if you have a question.
- If we are not using iPads, your iPad must be closed.
- If we are using iPads, you should only be in the app we are currently using.

DURING STUDY HALL WORK TIME

- You may listen to music on your iPad with headphones.
- AirPods **MUST** be connected to your iPad and not your phone.
- NO YOUTUBE
- Raise your hand if you need help. If Ms. Nelson is assisting another student, please wait patiently for her to assist you.
- Please keep a quiet environment so that students who need to study can study.

DURING GRADE CHECKS

- Do not interrupt another student's grade check unless it is an emergency!
- Have your grade tracking sheet filled out and be ready to discuss your academic progress.

END OF CLASS

- Do not pack up early. Wait until the last 3 minutes of class to begin packing up your materials.
- Put away all materials in their correct locations.
- Make sure the area around and near your desk is clean.
- Push in your chair before you leave.
- Do not line up at the door. You must stay near your assigned area until the bell rings.

GRADE CHECK EMAIL EXPECTATIONS

- Your email must have:
 - A subject line
 - A greeting
 - A message body
 - A closing
 - An attachment with a picture of your grades
- Your email should be addressed to:
 - me
 - your counselor
 - your administrator
 - your casemanager
 - a trusted adult (parent/guardian, teacher, older brother/sister)

PACKER PROCESS

MS. NELSON'S PACKER PROCESS



COMPASSION IN THIS CLASSROOM:

- Show compassion for your classmates, your teacher, and yourself.
- Use kind, school-appropriate language in the classroom.
- Always remember: It's okay to be mad but NEVER okay to be mean.
- Be respectful and considerate to all classroom members in your speech and actions.

COLLABORATION IN THIS CLASSROOM:

- Do your fair share in group projects.
- Participation is required. You must participate in all classroom activities.
- Follow Ms. Nelson's posted classroom procedures for beginning of class/end of class, instruction, individual work, group work, quizzes/tests, and presentations.

RESPONSIBILITY IN THIS CLASSROOM:

- Come to class on time with all required materials.
- Turn in your assignments in a timely manner.
- Fill out the late work form if you are turning in an assignment late.
- Regularly check your school email and our Schoology class page.
- Keep your work area neat and tidy. If you make a mess, pick up after yourself.
- Follow all school-wide and classroom policies outlined in the course syllabus.

RESILIENCE IN THIS CLASSROOM:

- Be patient with yourself and others.
- Mistakes are a normal part of the learning process. Do not make fun of others for making mistakes.
- Sign up for a WIN session if you need extra help with the class.
- Keep a positive mindset about your learning journey.