



## Welcome to West Fargo High School AVID Grade Nine



Mrs. Kleffman-Moen

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**AVID's Mission Statement:** AVID's mission is to close the achievement gap by preparing all students for college readiness and career readiness and success in a global society.

**Overview:** AVID grade nine is a time to adjust to high school, to start applying your note taking, reading and WICOR strategies to make your high school career as successful as possible. Together we will start the process of getting your college and career bound selves ready for the academic experiences needed once you leave high school. 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

**Student Expectations:** Remember that you will agree to all 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.
  - Additionally, I will ask questions to help my peers and also participate with my classmates & 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 the 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 and folders for each course, extra loose leaf or notebook paper
- School Planner
- 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 IS MIND!

**Late Work:** I will always except your late work. Until the work is turned in 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. You will not lose points for lateness, and will have earned whatever the grade is.

**Attendance Policy** Attendance is crucial! Daily work includes lessons, group work and discussions that cannot be made up in any meaningful way. If students miss a class, they are responsible for making sure to complete all work. Unless work is completed in the allotted time, it will be considered late.

**As per WFHS school policy, the following rules do apply when in face to face instruction:**

- No food or beverages allowed are allowed in the classroom.
  - Exceptions include: If given to you by your teacher or the drink is in a sealable container.
  - Drinks without a non-spill lid will be prompted to be thrown away.
- Phones must be out of sight and out of use bell to bell.
  - The first offense will be a warning to put it away.
  - Second offense Mrs. Kleffman-Moen will take the phone for the block.
  - Third offense, the phone will be taken and brought to the office.
  - All other offenses will result in the phone being taken for the block & brought to the office.
- You must stay in assigned seats and not move the desks.
- Backpacks remain beside your person
- You will not touch others or other's materials!

**And...**

- Be respectful of each other and of other's ideas.
- Be respectful of the room and your surroundings. Clean up behind yourself.

**Logistics:**

**Weekly Schedule:** Below is a sample week of what to expect this school year. This schedule will be followed on most weeks but may change based on the number of days in a week.

	Week 1	Week 2
Monday	<u>A Day:</u> Lesson & Organization Check – Start our week	<u>B Day:</u> Lesson & Organization Check – Start our week
Tuesday	<u>B Day:</u> Lesson & Organization Check – Start our week	<u>A Day:</u> Lesson & Organization Check – Start our week
Wednesday	<u>A Day:</u> Tutorial	<u>B Day:</u> Tutorial
Thursday	<u>B Day:</u> Tutorial	<u>A Day:</u> Tutorial
Friday	<u>A Day:</u> Organization Check & Fun Friday	<u>B Day:</u> Organization Check & Fun Friday

- There will be a folder for each week that has the week's materials as well as submission folders for that week.
- Within the Welcome folder you will have access to the syllabus, bell schedules, additional information, etc.

## Communication

- All course information will be housed in Schoology and folders will be posted with updated information weekly.
- The best way to contact me is via email at kkleffman-moen@west-fargo.k12.nd.us
- Messages will be returned each week day Monday-Friday during my scheduled teaching hours 8:10 am-4:00 pm.
- Do not expect a response after 4:00 pm weekdays or on weekends.

## iPad usage in the room:

- iPads are there to help enhance your learning and to be used responsibly
- Devices are open and closed when I say
- When I give the attention signal eyes off the screen and on me
- ALWAYS BE ON THE SAME PAGE AS ME
- Music is only okay during independent work time
  - YouTube / games are not allowed during class time
- None of the above is negotiable

## 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 and my goal is to have them updated 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, 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.

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**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:**

