

ESOL Communication Skills I & II in the Content Areas
Fall/Spring 2016-2017

Teacher: Mrs. Lee LeeS3@fultonschools.org
Office Hours: Before or after school in room 401 by appointment

Conferences: The best way to get in touch with me, especially for urgent messages, is through e-mail. Grades may be viewed via Home Access Center. Information about Home Access Center is available in the front office.

Course Description:

The primary emphasis for beginning ESOL students includes building on the initial survival language skills as well as developing interpersonal communication skills while learning about various cultural characteristics of the United States. Students will respond to and ask questions as well as participate in simple conversations based on thematic units. They are encouraged to retell events and stories in their own words. The focus will be on the acquisition of fundamental skills: primarily reading and writing reinforced by speaking and listening while developing vocabulary associated with designated themes. Learning strategies and basic computer skills are introduced to help facilitate the acquisition of English.

Resources: English Yes! 1-6 \$11.97; Photo Dictionary of American English, Basic Dictionary of American English \$21.95, Focus on Grammar \$39.93 ; Javier's Dream \$13.95; Case of Disappearing Kidnapper \$13.95; Shakespeare and Me \$13.95

*Prices subject to change based on updated information from Textbook Coordinator.

Materials (to be brought to class each day unless instructed by teacher)

Pen, Pencil, Class binder (1"-1.5"), Class Spiral Notebook/Composition Book, Current Textbook/Books being used

Grading Scale:		Grade Breakdown:	
A	90-100	Tests, Essays, Projects	35%
B	80-89	Quizzes	25%
C	70-79	Class work/Homework	20%
F	69 and below	Final Exam (comprehensive)	20%

Make-Up Policy

The Language Arts department policy regarding late work is as follows: No late homework will be accepted unless a student has an excused absence. To receive full credit for a major assessment, the work must be turned in on the due date. After the due date, 10% of the earned grade will be deducted per day for 3 days; after the third day, the student will no longer receive credit. **IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT WHAT HAS BEEN MISSED AND TO HAVE IT IN ON TIME.**

Student Expectations:

1. **BE PUNCTUAL.**

If you are late, **you will not be admitted to class** without a tardy pass. Tardies are taken seriously, and the procedures outlined in the Student Handbook for tardies and class cuts will be followed. This includes leaving class without permission or being gone with a hall pass for an inordinate amount of time.

2. **PAY ATTENTION.**

Follow teacher instructions **the first time they are given**. **Do not** talk out of turn, put your feet up, sleep, or otherwise show disrespect to the class or lack of focus on the course. **Disruptive behavior will not be tolerated** as it interrupts classroom instruction and the learning environment.

3. **PARTICIPATE.**

Come to class ready to learn - attendance and participation are vital for success.

4. **BE PREPARED.**

Bring your materials to class every day. **You will not be excused from class to retrieve books, notebooks, homework, pencils, etc.** Additionally, please do not leave your books and materials in class once you leave. This classroom does not serve as a locker or storage closet!

5. **NO ELECTRONICS.**

Students may not use cell phones or any personal listening devices from the first period tardy bell until the end-of-day dismissal bell. Between those bells those items must be **turned off and stored completely out of sight**. If these items are seen at all by a NHS staff member during the school day, **you have violated this very clear rule**. These items may be used on campus prior to the first period tardy bell and after the dismissal bell.

6. If you chose to violate this simple rule, you must hand your cell phone over to any NHS adult who makes that request. Confiscated cell phones may be picked up by a parent only, on the following school day, in the Front Office after school between 3:45 and 4:00 p.m. daily. **Any student who does not relinquish his or her cell phone to a requesting NHS adult will be assigned three days Out-of-School Suspension – it escalates to insubordination versus a cell phone violation.**

7. If a student allows another student to use his or her cell phone during school hours, then both students will suffer consequences. (see Student Handbook)

8. **ACT RESPECTFULLY.**

Demonstrate RESPECT for yourself, for others and their property, for the teachers, and for our classroom. This includes **being respectful** in what you say, what you do, and what you write. Keep in mind that your work may be shown to administrators, counselors, or other teachers.

9. **USE CARE WITH COMPUTER LABS**

It is essential that each student understand the importance of respecting the equipment. Care should also be taken when using any school owned technological equipment, included but not limited to Promethean boards, computers in labs, printers, copiers, overheads, and laptops.

Video Viewing Guidelines: Within the curriculum there poses the opportunity for teachers to incorporate different forms of technology into the classroom. One of these forms of technology is the showing of clips of related movies or related movies in their entirety. Any video rated PG or PG-13 will have prior approval of administration. Any movie rated other than PG or PG-13 will require a separate permission slip.

Sign below if you understand the video viewing guidelines. If you have any concerns, please email the teacher.

Student Signature_____

Parent Signature_____

Student and Parent Information—Please Print Clearly

Student Name Student Email

Parent Name Parent Email

Additional Parent Email

Home Phone Number Best number to reach a parent during the school day

Parent Cell Phone Number Student Cell Phone Number

Northview High School 2016-2017 Syllabus Signature Sheet

Student Name _____

(Printed)

Teacher: _____

Date _____

Subject: _____

Please read the teacher's full-length syllabus. Log on to www.northviewhigh.com then click on the syllabus link to locate the teacher's name. Sign below if you have read the online syllabus.

Student Signature _____

Parent Signature _____

Parent Email Address (PLEASE PRINT CLEARLY) _____

Recovery Policy

1. Recovery is for students who, despite a conscientious effort and communication with their teachers, have failed to demonstrate satisfactory understanding of course standards. It is not for the student who has been failing for many weeks and then wishes to recover during the final days of the course. Opportunities for students to recover from a 74 or below *cumulative* average will be provided when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements. *Students who have not attempted to complete all course requirements are not eligible for recovery.*
2. Students may initiate recovery on major assessments starting with the second major assessment of the semester as long as they have made a legitimate effort to meet all course requirements including attendance. Unexcused absences may prevent this opportunity.
3. So that students stay focused on the content at hand and don't become overwhelmed and fall too far behind, they must initiate recovery on a major assessment within five school days of being informed of the grade on that assessment. Recovery work must be completed within ten school days prior to the end of the semester. The nature and type of recovery assignment is given at the discretion of the teacher.

Grading guidelines for recovery assignments will vary by department. It is the responsibility of the student to fully understand the grading guidelines/highest possible score for completed recovery work.

Sign below if you understand the recovery policy.

Student Signature _____ Parent Signature _____

HONOR CODE: Cheating has been defined as giving or receiving information relating to a gradable experience including the use of sources other than those specifically approved by the teacher. Plagiarism and the related act of allowing another student to use one's work are not to be considered inconsequential pranks. Such acts involve serious moral implications; they constitute lying and stealing. They are unjust to teachers who spend valuable time evaluating the paper. They are ultimately harmful to the student committing the act, who is deliberately undermining his/her integrity, destroying his/her reputation, and breaking the trust that must exist between a student and teacher. An honor code violation results in a zero on the assignment, no opportunity to make up the work, and disciplinary action. For the complete honor code policy, visit the Student Handbook on www.northviewhigh.com.

Sign below if you understand the consequences of cheating at Northview High School.

Student Signature _____

Parent Signature _____

TECHNOLOGY POLICY: Northview computers are only for school research and projects. The Internet may not be used for personal reasons. Any unauthorized use of the internet will be grounds for disciplinary and/or legal action as well as loss of Internet privileges. Attempts to log into the internet using another person's password, falsely posing as a school system administrator, or other security violations are grounds for termination of privileges and disciplinary measures. Computer vandalism (including food/drink in a lab) is prohibited and will result in immediate termination of Internet and computer access as well as appropriate disciplinary action.

Violators are subject to criminal prosecution. For the complete technology policy, visit Student Handbook on www.northviewhigh.com.

It is a violation of the above policy:

- ☐ to download or install any executable programs (such as games, MP3 players, video players, chat programs, FTP programs, music or video sharing programs, etc.) to a school computer, or on to any student's share folder (Z drive).
- ☐ to store any files (documents, pictures, videos, etc.) on any student's share folder (Z drive) that are not directly used in an assignment or teacher directed work; no personal documents, pictures, music videos or other files.
- ☐ to use the school computers and internet connection to access email, games, chat rooms, sharing sites, ecommerce sites, etc, unless specifically directed by the teacher.

If this form is not signed by the student and a parent or guardian by Monday, August 25, the student's computer account will be disabled until the form is signed. Sign below if you understand the Northview technology policy.

Student Signature _____

Parent Signature _____

Please review BOTH sides of the Syllabus Signature Sheet. Verify that you have signed your understanding of the three policies listed: Recovery, Honor Code, and Technology.