

ESOL Reading/Listening 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:

Students in the ESOL program will critically read and analyze on level texts.

Students will be able to:

- Pre-read and scan academic materials to develop a sense of a text's scope and emerging meaning
- Determine the author's purpose, intended audience, tone and the text's general context
- Recognize and understand a work's thesis or theme and the methods of organization used to support the thesis or develop the theme
- Summarize, paraphrase, synthesize ideas from what they have read
- Evaluate the evidence presented and state an opinion about what they have read

Resources: Facts & Figures, Thompson Learning,
Basic Vocabulary in Use, Cambridge \$14.60
Composition Practice, Thompson Learning
Various magazines (for vocabulary and reading)
Exploring Literature, AGS \$35
Class sets of novels

*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.**

Honor Code (see Student Handbook)

Integrity is a Northview High School core value. Northview students are expected to demonstrate honesty and integrity in all work submitted to a teacher. The honor code ensures the validity of student work which guides instruction. All NHS students are bound by the Northview Honor Code.

All work must be completed in accordance with the guidelines of the endeavor. Unless directly stipulated by the teacher, collaboration on class work, assignments, homework, tests, papers, and projects is not acceptable. Copying the work of another student is not acceptable. This includes, but is not limited to, sharing work in writing, electronically, or in person and/or having work proofread. Students who willingly provide other students with access to their work are in violation of the NHS honor code.

Students should not use any information on assignments/projects unless explicitly allowed by their teacher. This includes, but is not limited to, cheat sheets, notes, books, calculators, cell phones, communication with other students, online sources, etc. Students must not share the contents of assessments with other students. Use of any unauthorized testing aids and/or the sharing of an assessment's contents will result in an honor code violation.

Violations of the honor code may result in a zero for the assignment, project, or assessment. The zero may not be made up or recovered. Additionally, an honor code violation form may be filed with the administrator and become part of a student's disciplinary record. Students may face disciplinary action beginning with two days of Saturday School. For one calendar year from the date of the incident, honor code violations may jeopardize membership in honor societies and any honors recognitions as well as a student's ability to represent Northview High School.

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.

If you chose to violate this simple rule, you must hand your cell phone over to any JCHS 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. A confiscated cell phone may only be released to a parent. A confiscated cell phone will be held by the school until the following school day at 3:45 p.m. The second offense and subsequent offenses will result in the school holding the cell phone for five school days. Repeat offenders will be assigned Saturday School, In-School Suspension, or further discipline at the discretion of the administrator. **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.**

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)

6. NO GUM/FOOD.

No eating in any classroom. You may not chew gum in the computer lab classrooms. In laboratory classrooms, water is permitted only when labs are not in use.

7. 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.

8. 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.

Behavior Policies:

Inappropriate behavior and/or failure to fulfill the above expectations will be dealt with according to Fulton County policy and the Student Handbook. Possible disciplinary consequences include warnings, private detention, public detention, and/or referral to administration. This is not an exhaustive list, nor does it necessarily follow the above order. Consequences will be determined based on the student's action(s), number of infractions, and discipline record and will be made at the discretion of the teacher.

Dress Code:

Students need to follow all expectations according to the dress code policy which is in the Student Handbook. Any students who violate this policy may be subject to the consequences outlined in the Handbook.

Grade Reporting:

Please email me at LeeS3@fultonschools.org if you have comments or concerns. The school sends out grade reports every six weeks. It is the student's responsibility to inform you of his or her grades. Individual student progress can also be tracked through the school website. Interest and encouragement at home in student activity and progress is always beneficial. Please refer to the Student Handbook for important information regarding procedures, school policies, and reporting dates.

Attendance

Anything less than perfect attendance may have a negative effect on the grade and learning for the semester. Our parental portal software is an effective resource for following the attendance record of students. The attendance window will open at 8:00 a.m. and close at 3:20 p.m. daily. Students must conduct all check-in, check-out, and tardy-to-class business at the attendance office window during attendance office hours. No check-outs will be processed after 3:20 p.m.

By law, students with five or more unexcused absences will be referred to the school social worker, assistant principal, and the State of Georgia. Additionally, excessive absences may prevent a student from receiving a Georgia Driver's License.

Excused Absences

The State Department of Education recognizes six unavoidable (and hence, excused) reasons for absence: 1) personal illness, 2) medical or court appointments, 3) death in the immediate family, 4) religious holidays, 5) working as a page in the GA legislature, and 6) official cancellations of school by the district.

After the tenth absence in any class period, a doctor's note may be required to excuse any further absence. Students may make up all work missed on an excused absence. Work assigned during the excused absence must be returned to the teacher within the same number of days as the absence which was excused. (Being out two days means you have the two following days to return all missed work to the teacher.)

Upon returning to school following any absence, students are required to check in through the attendance office.

A note verifying one of the reasons above and signed by the parent or guardian must be received at the attendance window within three days of a student's return to school or the absence remains officially unexcused.

Unexcused Absences

Any absence for which a note from the parent/guardian is not submitted to the attendance office within three days of the student's return and for which an excused reason is not given will be recorded as unexcused. Make-up work may be penalized up to 10% of the maximum value of the graded assignment. Parking privileges may be suspended after 5th unexcused absence in any class period.

Please sign below and return to teacher to verify that you have read and understood the syllabus.

I have read the ESOL Communication Skills I Syllabus and understand what is expected of me both academically and socially, including the Technology Ethics Code and video viewing guidelines.

STUDENT NAME: _____

STUDENT SIGNATURE: _____

I, too, have read the syllabus concerning my student's responsibilities for ESOL Reading/Listening in the Content Areas and understand the expectations placed on my student. I also understand the Technology Ethics Code and video viewing guidelines.

PARENT/GUARDIAN SIGNATURE:

Dear Parent/Guardian: I would appreciate having your e-mail address in order to facilitate timely communication between us as it is not always easy to get in touch over the telephone in a timely manner. Thank you!

PARENT/GUARDIAN NAME:

PARENT/GUARDIAN EMAIL:

PARENT/GUARDIAN PHONE: _____

If you have any concerns about video viewing, please indicate the concern here:

Northview High School 2016-2017 Syllabus Signature Sheet

Student Name _____

(Printed)

Date _____

Teacher: _____

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 24, 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.