



AVID III

Syllabus: Overview of Classroom Policies and Procedures

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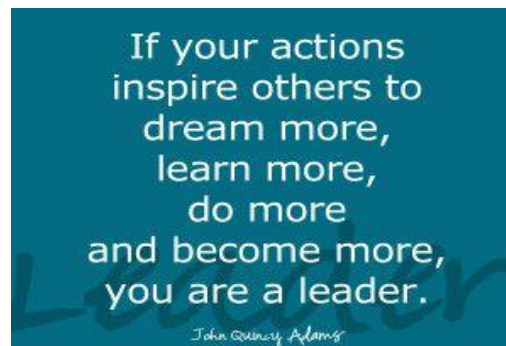
Welcome to AVID Class! I would like to take this opportunity to share with you this overview of the AVID classroom policies and procedures, as well as a general list of what is expected of you throughout this school year. I am excited you are here and look forward to spending a wonderful school year together!

Remind

@avid11prh

AVID Teams

v6pil2e



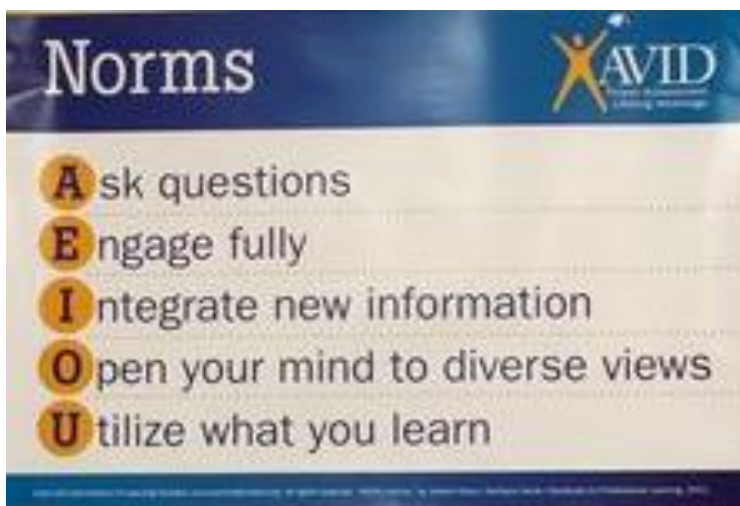
PRHS Mission: To graduate all students in four years or less, fully prepared for college and careers (*Diploma with Plan*).

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

Course Description: AVID (Advancement Via Individual Determination) is offered as a rigorous academic elective course that prepares students for success in four-year colleges. The AVID course is scheduled during the regular school day as a year-long course. Each week students receive instruction utilizing a rigorous college/career preparatory curriculum provided by AVID Center, tutor-facilitated study groups, motivational activities and academic survival skills. There is an emphasis on analytical writing, critical thinking/problem solving, preparation for college entrance and placement exams, study skills and test taking, note-taking, and research. In AVID, students participate in activities that incorporate strategies focused on writing, inquiry, collaboration, and reading to support their academic growth.

For students new to AVID, or for those with previous experience from middle grades, the ninth-grade

AVID Elective course will serve as a review of the AVID philosophy and strategies. Students will work on academic and personal goals and communication, adjusting to the high school setting. Students will increase awareness of their personal contributions to their learning, as well as their involvement in their school and community. There is an emphasis on analytical writing, focusing on personal goals and thesis writing. Students will work in collaborative settings, learning how to participate in collegial discussions and use sources to support their ideas and opinions. Students will prepare for and participate in college entrance and placement exams, while refining study skills and test-taking, note-taking, and research techniques. They will take an active role in field trip and guest speaker preparations and presentations. Their college research will include financial topics and building their knowledge on colleges and careers of interest.



Classroom Expectations/Norms to Ensure Student Success

- **POSITIVE Attitude**
 - *"Life is 10% what happens to me and 90% how I react to it!"* Practice Growth Mindset daily!
- **RESPECT**
 - At all times, towards everyone, and everything.
- **BELIEVE**
 - In yourself, in your peers, in me; together we will succeed in all we set out to do!
- **Responsibility**
 - Come to class on time; be prepared; participate; complete tasks.
- **Determination/Desire**
 - Be ready to give it your best always; failure is NOT an option!

School Wide Expectations (We will always be mindful and respectful of these policies in our classroom)

- **NO Gum, Food, or Drinks in class** – food/drink exception can be made if we are having a planned class celebration, in which I (teacher) will let you know in advanced.
- **NO Cell Phones/Electronic Devices** – must be turned off/silent and out of sight (inside a backpack – not on your lap); exceptions can be made if permission is given by me (the teacher) to use electronic device for instructional purpose. During BYOT time/use if you are found to be texting and/or on social media, consequences will be given, and you will be placed on probation.
- **No Cheating/Plagiarizing** – do your own, original work always; no credit will be given if cheating and/or plagiarizing is found.



Social Media/Online Etiquette

Make sure you maintain appropriate conduct when it comes to social media and/or electronic/online use. Negative, inappropriate, use of profanity, disrespectful or harassing posts (words/pictures/videos) on Facebook, Twitter, Instagram, SnapChat, text message, e-mail, or any other form of technology use, are not acceptable and will be grounds for removal from the AVID program. Remember nothing is ever truly deleted or gone. Always use electronics responsibly and in a positive manner.

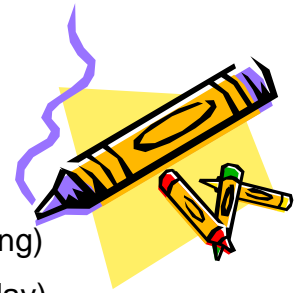
Leadership

AVID students are leaders of our campus and community, and set an example for others to follow, while at school AND while out of school. AVID students must follow the expectations/meet requirements stated on the **AVID Student Contract** and those listed on the **PRHS Student Leader Agreement**. AVID students must set high expectations, show respect, responsibility, good citizenship, and commitment, as they prepare for college and the workforce. Therefore, AVID students always conduct themselves with the best manners and behaviors. All school/classroom rules and policies are followed and met.

Any AVID student receiving discipline issued consequences of any type – detention, referrals, loss of privileges -, for any reason, may be placed on probation and/or suspension of participation in the AVID program.

Materials

- ✓ 3 inch, 3-ring Binder with Dividers for all classes (provided)
- ✓ Planner (provided)
- ✓ 2 Folders with Pockets, No Prongs (provided)
- ✓ Color Ink Pen(s) (to use during notes revision and proofreading/editing)
- ✓ A book to read and/or textbooks needed (must have in class every day)
- ✓ Student should always have Notebook Paper (No spiral paper), Sharpened Pencils, Pens (black/blue ink only), Erasers, Highlighters – several colors, and Color Pencils/Crayons



Supplies Needed/Wish List

- | | |
|----------------------------------|----------------------------------|
| Disinfecting Wipes | Snacks |
| Socks (to clean tutorial boards) | Donations of any school supplies |

Absences/Make-up Work

YOU are responsible for making up any missed work while absent. It is **your responsibility to request make-up work**. For an excused absence, reasonable time will be allowed to make-up work required for credit. Please note, Tutorials cannot be made up, and they are not automatically excused – if you have an excused absence on a Tuesday or Thursday when we are conducting Tutorial Sessions, you will have to complete an Alternative Assignment to replace the missing Tutorial grade.

Tardies

Being “on time” to class means you are **in your seat, working and quiet, when the tardy bell rings**. Tardy students will be marked as late in and may be assigned a detention per school tardy policy. If you are tardy to AVID, wait outside of door until I let you in. You must have a pass to enter the classroom. Please come in **quietly** and begin working promptly on assignment. It is your responsibility to get caught up with the class. Please DO NOT disturb others who have already began their assignment.

NOTE – AVID students are expected to come to school every day and must be on time to EVERY class, every day. Excessive absences and/or tardiness to class (all classes, not just the AVID Elective) will place you on probation and/or may result in removal from the AVID program.

Dress Code

Students are always expected to follow all school rules and guidelines regarding dress code. AVID students should strive to represent our school with appropriate dress on/off campus, and especially on field trips and AVID sponsored events. AVID students lead by example; therefore, all students will wear proper school uniform daily.

10/10 Rule

Students will not be allowed to leave the classroom during the first and/or last 10 minutes of class time.

Passes

Passes to the restroom are for **emergencies only**. Please plan accordingly. Passes to locations other than the restroom, will NOT be given. Make sure to bring binder, textbooks, all needed materials to class every day – no passes to locker, car, and/or other classrooms.

Community Service Hours

All AVID students must complete a **minimum of 25 hours** of community service **per school year** to graduate with a minimum of 100 hours. Please bring me your service log (blue form) before turning it in to the office so that a copy is kept in your portfolio.

Extracurricular Activities

AVID students are required to participate in at least one extracurricular activity outside of AVID. This can be a sport, club, school/church organization, etc. Leadership experience is necessary for college and career readiness.

Field Trips/AVID Events

AVID students are expected to participate in AVID field study trips and events. The same in class expectations regarding grooming, dress code, electronics usage, and general classroom etiquette are required on field trips and during all AVID events. We are guests of the colleges, businesses, and community members that invite us to their establishments or come visit us at school. We represent AVID well when we display our best behaviors and personalities. You also never know who you may meet that may invest in your future. Your demeanor and decorum go a long way in determining how people respond to you.

AVID Elective Curriculum

2 Days – Curriculum 2 Days – Tutorials (Tuesday and Thursday)
1 Day – Team Building, Guest Speakers, Field Studies



The AVID Curriculum focuses on Writing, Inquiry, Collaboration, Organization, and Reading (WICOR Strategies). Higher level thinking skills will be taught, and higher-level questions are always expected.

Tutorials are held on Tuesday and Thursday during the AVID elective class time. Several college students and/or highly qualified tutors will be ready to assist you during tutorials. You will be required to complete the Tutorial Request Form (TRF) Pre-work Inquiry sheet for homework the night before each tutorial session. **Expect to have to complete about 30 minutes or so of homework time for this class every Monday and Wednesday night to prepare for Tutorial Sessions.** TRF sheets **MUST** be complete to participate in tutorials. Cornell Notes for the class you are working on are required during tutorials.

Focused Notes Process MUST be used every day, in every class. Note taking is YOUR responsibility (don't wait for teacher to tell you when and/or what notes should be taken), and the notes are to help you study and review to retain information learned. Notes will be graded periodically, with no prior notice. Notes should be reviewed every night. While studying your notes, you will be expected to use the "*Focused Notes Process and Repetition Strategies*" - such as highlighting using multiple colors, marking the text (circles/underlines), chunking, creating questions and/or note/flash cards, and reviewing/revising with others. **You must have 10 to 18 pages of quality notes per week.**

AVID BINDER

The AVID Binder must always remain neat and organized. Binders must **be present every day, in every class.** You can make and use an ebinder if you choose to. Your binder will be graded for content, organization, and presentation.

Planners

Planners must be used daily and must be present in all classes every day. The **monthly calendar section** is to be used as an appointment book. Important dates should be recorded, updated often, and a color-coded system must be evident (for example: all summative assignments highlighted in yellow, all AVID events highlighted in green, all sports related events highlighted in blue, birthdays/doctor's appointments highlighted in pink). The **Assignment Tracker** is to be used to record homework assignments, work that needs attention/completion, projects, etc. Planners will be graded for content, organization, and presentation.

Professional Wear

All AVID Students are expected to wear the AVID Polo to school **every Thursday**. You must wear the polo all day, not just to the AVID elective class. You will get a *Professional Wear* grade every week for wearing your AVID polo. The AVID Polo may also be required on certain field trips and AVID events.

Dress to impress

You don't get a second chance
to make a first impression

Homework

- Homework may vary week to week. Any assignment not completed in class must be finished for homework and turned in on, or before, the due date.
- Tutorial Request Forms will be homework every Monday and Wednesday night.
- Printed Pinnacle Grade Sheet with Weekly Goal is due every Tuesday (print report on Monday!) If you do not have a printer at home, you may come to the AVID room on Monday during LUNCH Office Hours to print your Pinnacle Grade Sheet.
- Projects, writing assignments, scholarship essays, and career/college research will be done for homework from time to time.
- Read, read, read! Get into the habit of reading at least 20 minutes every day.

Study Time

As an AVID student, it is expected that you also **STUDY** your notes and/or class material for at least 10 minutes per class every evening/night. Study time IS NOT the same as the time needed to complete classwork, projects, and/or homework assignments. During study time you should be reviewing and interacting with your Cornell Notes, completing extra practice, looking over/creating study cards/flash cards, quizzing/practicing with a friend, etc.

Grade Reports

It is expected that you monitor your grades almost daily, and practice self-advocacy.

Weekly grade sheets are mandatory, and part of our AVID curriculum. **It is your responsibility to print out your detailed grade report every week on Monday and write your SMART goal for the week and turn in at the beginning of class every Tuesday.**

If you do not have a printer at home, you may come to the AVID room on Monday during LUNCH to print your Grade Sheet.

Grade Sheets will be graded as follows:

- On time (Tuesday), with written SMART goal for the week = 100
- Late (Wednesday), with written SMART goal for the week = 70
- Late (Thursday), MUST have Parent Signature and SMART goal = 60
- Late (Friday), MUST have Parent Signature and SMART goal = 50



Mid-term Reports and **Report Cards** must be signed by a parent/guardian and brought in for me to review and photocopy by the assigned due date. Photocopy will be placed in your AVID Portfolio. Signed Mid-term and Report Cards count as a **summative grade**.

Reminder: it is expected that you maintain a B or better in all classes; 3.0 GPA at report card.

If your grade drops to a C or lower in any of your classes, please meet with your teacher and set up a plan of action to improve grade. If grades become a concern you will be required to attend mandatory lunch office hours until your grade improves. **If your GPA at report card time is below a 3.0, you will be placed on probation.** Failure to show academic improvement may result in removal from the program.

Grading Policy

Assignments will fall into one of three categories (diagnostic, formative, summative) and each category will account for a specific percentage of your overall grade. At the end of the grading period your overall average will be compared to the Volusia County grading scale to determine the letter grade earned for the marking period.

Volusia County Grading Scale

A = 90 – 100 EXPECTATION

B = 80 - 89

C = 70 – 79

Assignment Categories	Percentage
Diagnostic	0
Formative	40
Summative	60

Office Hours

Office Hours if offered are for additional support and time to make up work. Please come to Office Hours prepared to work with needed materials.

AVID students will have many opportunities to receive additional help, remediation/retake sessions, and make-up/enrichment sessions via individual teacher's office hours, and/or through Daytona State TRIO tutor (by appointment only in a public place).

Communication

Parents/Guardians and students are expected to check Gradebook often to review grades/performance in class. Gradebook will be the primary source of contact/communication with you regarding grades. Families and students can communicate with me via e-mail, text message and/or notes.

SLANT Strategy (Use in all classes)

S- Sit up Straight

You tend to listen and pay attention better if you sit up straight.

L- Lean Forward

Leaning forward helps you to focus on the teacher.

A- Ask Questions

Don't be afraid to ask questions. You might be asking questions that many others want to know the answer to.

N- Nod your Head

Nodding your head gives a visual to the teacher that you understand what is being said.

T- Talk to the teacher

Get to know your teacher. By talking to your teacher, you make yourself known.

WICOR

WRITING

- Cornell Notes/Learning Logs
- Quickwrites and Reflections
- Process Writing
- Peer Evaluation
- Authentic Writing

READING

- Deep Reading Strategies
- Note-Taking
- Graphic Organizers
- Vocabulary Building
- Summarizing
- Reciprocal Teaching

INQUIRY

- Skilled Questioning Techniques
- Costa's Levels of Thinking
- Socratic Seminars
- Tutorials
- Investigations
- Questions that Guide Research

ORGANIZATION

- Binders and organizational tools
- Calendars, planners, and agendas
- Graphic organizers
- A focused note-taking system
- Tutorials and study groups
- Project planning and SMART goals

COLLABORATION

- Socratic Seminars
- Tutorials
- Philosophical Chairs
- Group Activities
- Peer Editing Groups
- Service Learning

Writing
Inquiry
Collaboration
Organization
Reading

Final Thought

Dear Students,

1. I believe in you!
2. You are important!
3. I am here to help you grow academically and socially.
4. You will be listened to!
5. You are loved!
6. I will always hold you to high expectations!
7. You are capable!
8. We will have fun!
9. You will succeed!
10. YOU are the reason I am here!

Ms. Filipek-Nieves