



# SYLLABUS

**AVID Excel**  
**Mrs. Huertas**  
**Room: E124**



Welcome to AVID Excel. This is your syllabus for the year. AVID Excel is an acronym for Achievement Via Individual Determination. AVID Excel serves to support students by teaching and reinforcing study and organizational skills, academic language acquisition, encouraging students to take more rigorous and challenging classes, providing skills necessary to succeed in college, and ultimately preparing them for success at a four-year university/college.

## **What is required of an AVID Excel Student?**

- **Daily Learning Logs and/or Focused Notes**

Students will receive instruction during the first weeks of school on how to complete Focused Notes and/or Learning Logs in order to use higher level thinking skills and become an active participant in their learning. AVID students are expected to take DAILY focused notes or complete Learning Logs for each academic class (Math, Language Arts, Social Studies, Science, and AVID). These focused notes and/or Learning Logs will be checked weekly as part of the required Binder Checks (see below).

- **Completed Scholar Group Request Forms (SGRF) each Tuesday and Thursday**

Every Tuesday and Thursday during the AVID Excel class period, students will participate in Scholar Group Tutorial sessions. Trained tutors assist students in small groups with academic questions that students bring to tutorial. Scholar Group Request Forms (SGRFs) need to be completed as homework on Monday and Wednesday evenings in preparation for these Tutorial sessions. Students are required to take notes during tutorial and use class and textbook notes to inform their discussions during tutorial. Tutors help students with the process of learning through inquiry, rather than giving students the answers to their questions. Scholar Group Request Forms are graded after the group sessions are complete and students have reflected on their participation and learning.

- **Weekly Binder Checks on Fridays**

Each AVID Excel student is asked to carry only ONE, 3 inch binder in which he or she will keep materials from all academic classes. In the first full week of school, students will work during the AVID Excel class period to set up their binders and establish a system of organization that will be used through the year. In addition to keeping their daily learning logs and focused notes behind each subject tab, students will be expected to keep track of assignments and prioritize their “to-do” lists in the Student Agenda that is provided by the school. Student binders are graded weekly (usually on Fridays) for content and organization.

## **How Will AVID Excel Students be Graded?**

AVID Excel students will be graded weekly for the completion of focused notes and/or Learning Logs, Scholar Group Request Forms, and the organization of their binder, as well as other activities based on the AVID Excel curriculum. It is extremely important for students to keep up with their daily responsibilities in order to maintain a satisfactory grade and benefit from the strategies encouraged by the AVID Excel system. Please use Home Access to monitor your students' progress in his/her classes.

## Other AVID Classroom Policies and Procedures:

- **Absent Work** – It is an AVID student's responsibility to make up any work that is missed because of an absence.
- **Late Work** - Assignments, whether they are classwork or homework, are to be turned in on the day they are due. Late work will not be accepted for full credit unless there is a reasonable explanation for why it could not be turned in on time. Students who frequently turn in assignments past the deadline, without a good reason, may be required to make up work after school in order to receive full credit.
- **Rules and Consequences** –McAdams Junior High AVID Elective Teachers expect students to follow the Gator Way: Be Respectful, Be Responsible, and Be Involved. It is vital for AVID students to demonstrate appropriate behavior so that our time together during class is productive and worthwhile.

### Responsibility

- Be in your seat and ready to begin assignments when the bell rings.
- Make sure materials are put away before leaving.
- Listen carefully when the teacher is speaking in order to be successful, academically and behaviorally.
- Follow directions, when they are given, in a timely manner.

### Respect

- Raise your hand and wait to be recognized.
- Listen quietly when teacher is speaking.
- Remain quiet during class when doing individual work.
- Respect the opinions of others.
- Use appropriate language and tone.
- Respect the school's property

### Involved

- Participate!
  - Always have a "can do" attitude

## Contact Information:

**Parents** – If you have any questions or concerns, please email me at [bhuertas@dickinsonisd.org](mailto:bhuertas@dickinsonisd.org). You may also call me at 281-309-3641. My top priority is your child's success and I look forward to working with you to meet that goal!

- ALL OF THE ABOVE INSTRUCTIONS WILL BE IN PLACE IF A SUBSTITUTE IS IN CHARGE OF THE CLASS. FOLLOW THE DIRECTIONS GIVEN AND REMEMBER THAT THE SUBSTITUTE IS CARRYING OUT MY INSTRUCTIONS FOR YOU.

**PARENTS: PLEASE KEEP THIS COPY OF THE CLASSROOM PROCEDURES.**

**PLEASE SIGN AND RETURN THIS PAGE TO ME AS SOON AS POSSIBLE**

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Your signature below indicates that you have read and understand the Syllabus and Classroom Procedures for Mrs. Huertas AVID Excel class.

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Student Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Period

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Parent Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Parent phone number

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email address

Other information you would like the teacher to know about your child.

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