

HALIBURTON HIGHLANDS SECONDARY SCHOOL



Special Education

Evaluation Policy
Exploring the World of Work



Course Code: **KGWAN**
Level: **Practical Academic & Life Skills**
Credit Value: **----**
School Phone: **(705) 457-2950**
Department Head: **Mrs. M. Backus**

Course Description:

In Exploring the World of Work, students gain experience and develop skills that will help them to be successful members of society and the working world. Students will primarily gain experience through in-school work assignments. The students in this course are important participants in the recycling program. They in turn help educate other students about proper recycling methods. While on work assignments, students perform as employees and gain insight into the duties and responsibilities of various employment opportunities. Students are expected to develop a core set of skills: punctuality, attention to task, and proper record keeping. In the classroom, students will create work portfolios and focus on literacy and numeracy skills. Perhaps the most important skill the program emphasizes is the students' ability to cooperate with educational assistants, teachers, employers and one another.

Prerequisite: None

Overall Expectations include:

Students will be expected to attend class on a regular basis. Student behaviour will be expected to reflect the school credo of Respect, Commitment, and Responsibility. Students should be prepared for classroom assignments with a pen, pencil, eraser, and lined paper.

Efforts will be made to meet the individual learning needs of students in order to ensure these expectations are being met.

Evaluation Structure:

Students will be evaluated on an individual basis primarily by means of observational checklists and individual testing. Reporting will be in the form of one progress report and two anecdotal alternative report cards. Feedback will also be provided for SMART goals set individually for each student.

Resources:

Textbook: "From the Classroom to the Workplace"

Computers are tools for education; not entertainment devices. Students who are not on task may have their computer account disabled for the remainder of the day (or longer.)

I hereby acknowledge that I am fully aware of the expectations and evaluation in the Language and Communication course.

Student Signature: _____ **Parent's/Guardian Signature:** _____

Should it be necessary to contact you about your child's progress, it would be helpful if you would provide the appropriate information below:

Parent(s)/Guardian(s):

_____ Phone: (H) _____ (W) _____

E-mail: _____

_____ Phone: (H) _____ (W) _____

E-mail: _____

For students 18 years of age and over or who will turn 18 during the course:

I give permission for my teacher to contact my parents/guardians with regard to this course:

Evaluation:

Students will be assessed & evaluated according to the work produced & skills displayed. Methods of providing feedback will include assessing work in process & evaluating completed assignments, tests, co-operative learning activities, simulations and presentations. Peer & self-evaluations will also be utilized.

Student marks will be determined by evaluating process & product according to 4 categories & 4 levels. Please see the chart below for specific skills and key words used to determine student competency in the different categories.

Category	Level 1: 50-59%	Level 2: 60-69%	Level 3: 70-79%	Level 4: 80-100%
Knowledge/Understanding <ul style="list-style-type: none"> ➤ Knowledge of facts & terms ➤ Understanding of concepts & relationships 	Limited display of knowledge, skills and ability to apply concepts	Some success in displaying knowledge, skills and application of concepts	Considerable display of knowledge skills and ability to apply concepts	Thorough understanding of concepts and ability to communicate, think creatively and apply concepts
Thinking/Inquiry <ul style="list-style-type: none"> ➤ Critical thinking skills ➤ Creative thinking skills ➤ Inquiry Skills 				
Communication <ul style="list-style-type: none"> ➤ Communication of ideas & information ➤ Use of symbols & visuals ➤ Oral & written communication 				
Application <ul style="list-style-type: none"> ➤ Applications in familiar contexts ➤ Transfer of concepts to new contexts ➤ Making logical conclusions and predictions ➤ Use of technology ➤ Making connections 				

Learning Skills:

Students are expected to reflect the following skills throughout the course:

- Responsibility:** Fulfils responsibilities. Completes & submits work ON TIME. Manages own behaviour.
- Organization:** Devises & follows a plan. Establishes priorities & manages time. Uses resources to complete tasks.
- Independent Work:** Monitors, assesses & revises plans to complete tasks & meet goals. Uses class time wisely. Follows instructions with minimal supervision.
- Collaboration:** Accepts various roles in a group. Responds positively to ideas, opinions of others. Builds healthy peer relationships. Resolves conflict and builds consensus. Shares resources and promotes critical thinking to solve problems and make decisions.
- Initiative:** Looks for and acts on new ideas. Innovative and takes risks. Demonstrates curiosity and an interest in learning. Approaches new tasks with a positive attitude. Advocates for all appropriately.
- Self-Regulation:** Sets goals. Seeks help when needed. Reflects on own strengths, needs & interests. Identifies learning opportunities, choices and strategies. Perseveres and makes an effort when responding to challenges.

Students will receive the following letter grades: **E** - Excellent **G** - Good **S** - Satisfactory **N** - Needs Improvement

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COURSE EXPECTATIONS AND EVALUATION POLICY



Welcome to KGWAN

Attendance

Regular attendance is essential for academic success in school. It is the student's responsibility to inform the teacher *beforehand* of any planned absences. It is the student's responsibility to get notes assignments and any other information missed while absent from class. This should be done on the student's first day back, either during class, lunch hour or after school. **Any student that is truant the last three days of a semester will not be allowed to write his/her final examination.**

Tests

Students must be prepared to write tests on the assigned day. Students who miss a test for no valid reason will receive a mark of zero. Any student who knows that he/she will be absent for a valid reason during a test must make arrangements with the teacher *before* the period in which the test is to be written. Students who miss a test for any valid reason should be prepared to write the test on the first day back at school or should make suitable arrangements with the teacher on the first day back.

Assignments

If a student is absent on the day work is assigned, it is his/her responsibility to get the assignment from the teacher. If a student is absent when an assignment is collected, it is to be submitted at the beginning of the period on the first day back.

Late Assignment Policy "Not Done is not Acceptable"

Please adhere to our new HHSS Late Assignment Policy. Students received this in their period one class on the first day of the semester.

Plagiarism

Plagiarism is the act of taking someone else's ideas or writing and passing it off as your own. Whatever material students consult in the preparation of essays/projects should be properly credited to the writer or source. Material may be quoted if the student identifies it as a quotation and cites the author. Copying another student's work is cheating, and is also called plagiarism. **A first offense may result in a mark of zero or an opportunity to redo/resubmit the evaluation, after consultation with the student, parent, teacher, department head and school administrator. A second offense will result in a mark of zero, a call home and the student will be referred to the Principal. A third offense will result in a mark of zero and may result in an in-school suspension.**

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