

Course Name: Vocational Skills

Course Number: XSM651

Course Description: This is a one-year, two-credit course designed to develop the competencies necessary for the student with disabilities to survive and prosper in the work environment. The goals of the vocational class will be to identify and describe ways to develop the student's personal/social/occupational competencies.

Teacher Names: Kevin Kapparos

Course Expectations/Activities:

Students will: Demonstrate good interview techniques
Complete application forms- orally or written
Increase stamina and production rates
Become familiar with community job service agencies and job seeking skills

Course Materials:

Materials will be provided as needed.

Evaluation:

The number of points from daily work, completion of job related forms, work interviews, job sites, and participation (being actively involved in class activities) will determine the grade.

Grading Scale:

A	93-100%	B+	87-89%	C+	77-79%	D+	67-69%
A-	90-92%	B	83-86%	C	73-76%	D	63-66%
		B-	80-82%	C-	70-72%	D-	60-62%
						F	0-59%

Attendance:

Attend all classes and be on time for class, or it will result in a tardy. If tardiness becomes an issue, it will be addressed in accordance with building and district policies. If a student is absent from class, they will be required to make up any work missed. For a one-day absence, student work is due the following day after they return. Longer absences will be worked out with the teacher, with the student given a reasonable amount of time to make up the work they missed for full credit. If there is a serious attendance issue, students will be referred to the AP's office for disciplinary action.

Behavior Expectations:

1. Be respectful
2. Follow directions
3. Be on time
4. Make good use of time

Classroom Rules:

1. No hats on once in the building
2. Electronic devices need to be shut off and placed in a designated area at the beginning of each class. If the student refuses, the electronic device will be taken away from the student, taken to the office, and a parent has to pick it up from the main office.
3. Only clear liquids are allowed in a clear container.

Interventions and consequences for not following these expectations could include a meeting with the teacher, a parent phone call, documentation of behavior, a 'lunch detention,' being sent to the AP's office with a written referral or a possible suspension. Students are expected to follow the Dubuque Community School District Student Behavior Policy 5200 found in the Parent-Student Handbook handed out at registration.

My contact information:

From 7:00-8:00 or after 2:20 are the best times to reach me.

My phone # is 515-822-7033. Or email me at kkapparos@dbqschools.org

I have read and understand the expectations of this class.

Student Signature

Date

Parent Signature

Date