Vocational English Syllabus

Rationale: Upon completion of Vocational English, the student will be aware of how English can affect one's success at school, at work, and in the outside world by developing stronger speaking, listening, reading, vocabulary, and writing skills.

Course Description: Vocational English is a class for students not planning to attend a traditional four-year university upon graduation. The course covers practical English skills that help students prepare for high school graduation and beyond.

Objectives: The learner will
- develop a broader vocabulary
- demonstrate a command of the conventions of standard English grammar, usage, spelling, and punctuation.
- develop stronger writing skill for formal situations.
- be able to fill out forms and documents completely.
- demonstrate verbal and nonverbal skills through oral presentations.
- continue to develop critical thinking skills.

Primary Resources:

   400 WordsThat Work by Jean Bunnell
   Unbroken by Lauren Hillenbrand
   The 7 Habits of Highly Effective Teens by Sean Covey
   Various software, PowerPoint Presentations, DVDs, worksheets, and Internet sites

Behavior Policy: The classroom should be a learning environment, and behavior which disrupts the learning process is not acceptable. Possible consequences for disruptive behavior may include detention, notification of parents, conferencing with principal, or other appropriate action. Students should read and be familiar with the Stanberry R-II handbook, which sets forth many guidelines for behavior.

Assessment/Grading:
- Quarterly grading will be weighted as follows: Tests - 60%; Homework/Classwork - 40%
- Written assignments are due at the beginning of the hour on the date requested. Homework turned in within 24 hours of being due will receive 75% credit. Homework that is turned in after 24 hours of being due will receive 50% credit.

- Extra credit is available by winning the quarterly daily challenge competition and donating one full-sized box of tissues. Each of these efforts will add 1% to your final grade.
- Assignments given before a student's absence and due on the day of the absence, are to be immediately submitted when the student returns to school.
- Students are allowed 2 days to make up work for each day missed, should an assignment be given during their absence.
- Students will not be given credit for assignments on which they cheat or help others cheat. Cheating includes plagiarism.

Classroom Rules:
- It is your responsibility to set up/take down tables at the beginning of class and take them down at the end. Work out a schedule with your tablemates so everyone does their fair share.

- No candy or food in the classroom.

- You may bring a drink to class in a container with a lid. Remember, if you make a mess, you clean it up.

- You will NOT leave the room during regular class time. The only exceptions to this rule are to see the nurse or go to the office.

- The classroom door will remain locked at all times. KNOCK if you need to enter.

- Bring all necessary materials to class.

- Common courtesy and respect for one another is expected at all times.

Tardy Policy

Any student who comes to class within fifteen minutes of the starting bell for any class period will be considered tardy for that hour. Tardies will be cumulative each quarter with tardies resetting at the end of each. These tardies include Pride Time (8:15 am).

- 1st - 2nd - Warning 3rd - 1 day lunch detention
- 4th - 3 days lunch detention
- 5th-8th - 5 days lunch detention
- 9th + - referral to high school office. Discipline could include, but not limited to, before/after school 30 minute detention, ½ day ISS, full day ISS. Student behavior records will be considered.

I have read and understand the information outlined in Mrs. Kelley's Vocational English Syllabus. This syllabus can be found by visiting Mrs. Kelley's homepage via the Stanberry R-II District website.

Student Signature & date	
Student cell phone number	
Parent Signature & date	
Parent email address	
Parent cell phone number	