

Essential Skills Syllabus

Anna Escalada York

ayork@pps.net

Remind number: 3rd period @bhd8k8
4th period @c68h3g

Google Classroom: qq3es3

Classroom M-234

Periods 3-4

Office: M-201

Tutorial Rm M-234

Course Description: The Essential Skills class allows students to complete the following graduation requirements. This could include any or all of the following:

- Reading Work Samples (1-2 depending on what is already done)
- Writing Work Samples (1-2 depending on what is already done)
- Resume
- CRLE Reflections (1-2 depending on what is already done)
- My Plan Assignment

After the student has completed these requirements, they may choose to leave the class after meeting with their counselor.

Prerequisites/Corequisites: Students are placed in the class by their counselor based on the student's need to complete graduation requirements.

Objectives: At the end of the course (or when they are exited from the course), students will have demonstrated their skills in reading, writing or both to help them be on track to graduate.

Required Texts and Resources: Students need to bring a pencil/pen to class. They will be provided with the materials needed to complete the essential skills in class.

Attendance Policy: Students who are absent are missing the opportunity to complete their essential skills. Students who come into class after the bell are considered tardy, and if they have missed the first 15 minutes of class are considered absent. If a student chooses to leave before class is over will also be considered absent.

Communication Protocols: Students and parents are encouraged to communicate with me through the Remind app or email. **It is very hard to get a hold of me via the school phone as I am in several different locations throughout the day.**

Electronic Device Policy: Students will be completing most of their work in this class electronically. Students should use electronics (Chromebooks) to work on academic work only.

Students may listen to music during independent work time if they follow the following:

- They are aware of what is going on around them (they can hear the teacher and other students)
- They are not distracted by the electronics--they set up the music and then put the device away.
- They don't distract others with the electronics--the music isn't too loud, isn't bothering others, etc.

Food & Drink Policy: Food and drink are allowed in class as long as it isn't distracting (too loud), and is kept clean (no crumbs, spills cleaned up).

Course Requirements/Assignment List:

Before being exited from the class, students will have completed all of the following graduation requirements as assignments in this class:

- 2 Reading Work Samples
- 2 Writing Work Samples
- My Plan
- Resume
- 2 CRLE reflections

Some students may have completed one or more of these assignments in past classes, therefore the assignment would be excused. Students will identify during the first week of the class what specific tasks they need to complete to exit the class. If you or your student needs clarification, please don't hesitate to contact me!

Grades: Students will earn either full credit or no credit on all of their assignments. Once their work has met state or district benchmarks, the student will earn full points for that task. If they have completed the work through some other means (past classes, for example), these components will be excused.

Academic Policies and Procedures:

Each assignment should consist of your own work. If a student is found to have copied another person's work without giving them proper credit, they will be asked to either revise the assignment and/or complete another assignment to complete the assignment on their own.

My name:

Period: 3rd/4th

What do I need to complete to exit Essential Skills?

For the most part, you can see this information on Synergy. I feel that this is important for you to know how to see, and for you to identify what you need to do to be done. Take a minute to look up and mark what you need to do:

_____ 1 or 2 Reading Work Samples

_____ 1 or 2 Writing Work Samples

_____ 1 or 2 Career Related Learning Experiences-Reflections

_____ Resume

_____ My Plan

After I am done with Essential Skills, my plan is to:

_____ Transfer into _____ (another class)

_____ Transfer over to Essential Skills: Math

_____ Transfer into study hall

_____ Have an early dismissal

_____ Other: _____