***Essential Communication Skills***

***Andover High School***

***2018-2019***

Chase Vasquez

Special Education Teacher

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**Course Description**

This class is designed for students with a disability that have difficulties with social communication skills. The purpose of this one trimester class is to gain skills in the areas described below. It is intended to help you learn ways to interact better with friends, family and coworkers.

**Structure**

Class will begin with a planner check and then a daily lesson. This will last approximately 30 minutes. After the daily lesson, students will implement the skills they are learning by working on classroom assignments related to the daily lesson.

**We will work on the following skills**

1. Verbal Communication skills (advocating, conversing appropriately) and Non-Verbal
2. Body Language.
3. Problem Solving
4. Conversation Skills and Social Thinking
5. Emotions, controlling and recognizing
6. Dealing with peers and friendships
7. Working with others (perspective taking, teamwork and compromising)

*\*Skills and Units will vary depending on Individual Students Needs/IEP Goals and Objectives:*

**Required Materials**

1. Agenda or Planner
2. Writing utensil
3. Binder or Folder only for this class

*(students will have the option to keep their binder or folder in the classroom)*

**Grading**

We will do much of our learning through conversations, modeling, role-playing, skits, and activities. Students will be graded on their progress towards their IEP objectives they are working on in class, daily participation, in-class work, and following the classroom expected behaviors.

**Grading Breakdown**

Grading will be based on progress towards proficiency of identified learning targets.

*Formative (20%)*

* Daily participation
* In-class work
* Classroom expected behaviors

*Summative (80%)*

* Progress toward their IEP objectives

*\*P (Pass) grades may also be given, as per IEP and by discretion of teacher/case manager.*

**Missing & Late Work**

*Formative Work:* Formative work accounts for 20% of your grade in this class. Missing formative work will be marked with “M” which will calculate as a 50% in the gradebook. Late formative work will be marked with an “L” in the gradebook, but students will be eligible to earn full credit. Students will be encouraged to compete or revise formative work to improve their results.

*Summative Work:*Summative work accounts for 80% of your grade in this class.  Missing summative work will be marked with “M” which will calculate as a 50% in the gradebook. Students will be encouraged to improve their summative assessment results through engaging in re-learning and re-assessment opportunities.

**Re-Learning/Re-Assessment**  
Students can relearn and retest on all formative and summative assessments. Class time may be provided for relearning and reassessment, but the student can also plan an arrangement with the classroom teacher. Students will have the opportunity to retake tests more than once, but there needs to be proof of relearning. Relearning could include completion of missing formative tasks or being assigned alternative tasks for the purpose of relearning.

**Expectations**

To make this course a successful learning experience for all students, certain behaviors are expected. You will be respectful of your teacher, classmates, and the classroom itself. You will come to class on time and prepare with the appropriate materials and plan on being an active participant in class activities. All in-class assignment and homework will be completed and turned-in to promote growth and learning.

**Tardies**

Please understand when students enter the classroom after class has started, it interrupts instruction and student learning. Please be respectful to others and arrive on time. If you do arrive after the bell has rung, you’ll be marked as tardy and will stay after for 30 seconds. After 3 tardies, an administrator will contact you.

**Absences**

Please speak to me after an absence to discuss missed instruction and assignments.

**Personal Cell Phone and Other Electronic Devices**

These are not to be used during class time. They are allowed in the hallways at passing time and lunch. Please limit your use to these times. Electronics will be kept in backpacks unless they are being used for approved class activities.

I read and understand the Essential Communication Skills Syllabus.

**Student Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this sheet signed by Friday (09.07.2018). Thank you!