Naperville North High School
Course: Cooperative Work Training (CWT)

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District Mission	To educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors
Student Service Mission	Comprehensive counseling services in Naperville 203 provide students with preventative and responsive services that promote academic, social-emotional, and college & career skill development to advance and empower students to achieve postsecondary success.
Course Description	This full-year course is designed to introduce students to the fundamental, yet critical, personal traits, knowledge, and skills each student should possess to successfully transition from high school into the workforce and post-secondary education. These skills and knowledge can be applied to any industry. They are 'success' skills and knowledge to be used and further developed throughout one's life.
Course Priority Standards	- Research and select careers of interest based on my likes, dislikes, strengths, weaknesses, and needs. - Explore education/training options available to plan for after high school. - Demonstrate self-advocacy skills and accommodations you need to be successful in education and the workplace. - Develop problem-solving skills to use in the workplace. - Use role-playing peer feedback, and real-life experiences to reflect on your communication and self-monitoring of skills. - Understand employment laws, company rules, and expectations for finding, obtaining, and keeping a job. SEL 1B.5b. Evaluate how developing interests and filling useful roles support school and life success.
Units of Study:	Unit 1 Career Exploration Unit 2 Obtaining Employment Unit 3 Self Advocacy on the Jobsite Unit 4 Workplace Communication Skills Unit 5 Workplace Relationships and Diversity Unit 6 Managing Employment Day-to-Day
Grading Definitions	**Practice** is used to monitor students' learning to provide ongoing feedback that can be used by students to improve their learning. Examples may include the following: practice activities, homework, reading checks, discussion boards, etc. **Evidence of Learning** is used to evaluate student learning at the end of an instructional unit or segment of learning by comparing it against a standard or benchmark.

Grading Practices	- No extra credit will be issued. - In Infinite Campus, a score of "Missing" (M) will indicate an assessment has not been turned in and the comments section will include a specific date by which students can still submit. After that date, a zero (0) will be recorded. - Work submitted after the original due date cannot be penalized more than a total of 10% and must be submitted no later than one week (5 school days) after the original due date - Academic behaviors can be included in the grade calculation when they are critical to student success in the course and those behaviors are taught and practiced in the classroom. - Work submitted after the original due date cannot be penalized more than a total of 10% a day and must be submitted no later than one week (5 school days) after the original due date. - If a legitimate attempt is made on an assessment, a score of 50% will be the lowest possible grade. - If a legitimate attempt is made on an assessment and the practice work has been completed, a score of 50% will be the lowest possible grade. - Violations of the academic integrity policy will be consequenced by the administration in collaboration with the department chair/teacher. - All assessments must be shared in Google format with editing permissions AND submitted to Canvas (unless otherwise directed) or they will not be accepted.
Grading Disbursement	A=100-90%, B=89-80%, C= 79-70%, D=69-60%, F=59-0% Semester Grade: - Coursework = 85% (Evidence of Learning=90%, Practice=10%) - Final Exam =15% *Final Exam Format:* Project/Portfolio/Reflection
Academic Integrity Code	District 203 students are challenged to address the academic process enthusiastically, diligently, and most importantly, honestly. It is the responsibility of our students, teachers, and administration to uphold the fundamental academic values of honesty, responsibility, fairness, respect, and trust. The integrity of our district's academic programs is built upon these principles. Academic integrity violations include cheating; plagiarism, self-plagiarism, or copy infringement; obtaining or providing an unfair advantage; falsification of documents; unauthorized access to records; and inappropriate collaboration, whether intentional or unintentional. The classroom teacher and administration will collaborate and exercise professional judgment in determining academic integrity violations**.**
Reassessment Policy	Students will be provided with multiple and varied opportunities to demonstrate mastery of learning standards. - The purpose of reassessment is to allow students to demonstrate mastery of course standards in which they remain deficient. - Students will be required to engage in further learning and reassessment when they do not demonstrate sufficient learning of the course's essential standards.

	- Students who have demonstrated sufficient learning of the essential standards, but scored below 80%, will be allowed reassessment opportunities on summative assessments if they so choose. To be eligible for reassessment, students must - Demonstrate readiness for the assessment through completion of formative/homework/practice work. - Complete designated learning experiences as assigned by the teacher - Reassessments MUST be completed within 5 days of the student receiving feedback unless otherwise determined by the instructor. The deadline should be communicated in an IC comment. - Project-based assessments that include multiple opportunities for feedback and improvement in the assessment process will represent multiple attempts and be considered a re-assessment. - Higher reassessment grades will replace the original assessment score (but will not exceed 80%).
Student Communication	- You are encouraged to communicate with your teacher regarding questions. - Teachers make every effort to respond to emails and phone calls within 24 hours during the workweek. - The best way to communicate with teachers is through email; however, if you haven't received a response within 48 hours, please resend the email or call their voicemail. Your email may have been filtered.
Additional Resources for Support	- You can make an appointment with your teacher should you need additional instruction or support in learning material. - You can drop in to work with a peer tutor during lunch periods or before school in the Literacy Center.
Parents or Guardians Partnership	Naperville North believes in a collective partnership with parents/guardians which provides students with the best opportunities for success. Some ways parents/guardians can support their student's learning are: - Actively check Infinite Campus for their student's grades. - Infinite Campus is a tool to progress monitor student work until the final course grade is posted. - Monthly progress grades are posted and represent the current grade of a student in the course at that moment in time. - Discuss missing assignments, reiterate due dates, help organize folders, materials, and assignment notebooks, and review upcoming projects and assessments.
Cell Phone Policy	Phones are NOT allowed and should be put away (not on desk or in pocket) during class Earbuds NOT allowed unless specific permission given by the teacher Bathroom = leave phone on desk or teacher desk