

COMMUNICATION TO PARENTS ENG.COM-11

A. OVERVIEW OF THE COURSE

ENGLISH COMMUNICATIONS 11

This course will concentrate on improving skills in reading, writing and oral communication. A variety of resources (books, videos, library, etc.) will be utilized throughout the course. In addition, students will be expected to complete regular assignments. Students should be recommended by their Grade 10 English teacher. NOTE: This course counts as one of the required English courses for graduation but is not accepted for university entrance.

B. GENERAL COMMENTS

Each student has the potential to contribute substantially to the class atmosphere. This contribution can be positive only if attendance is consistent. When a student misses time, the notes alone will not review the entire class. It is impossible to recapture the discussion, questions, and explanations that are merely highlighted in the notes. Therefore, regular attendance is essential. Extracurricular activities are extra; therefore, absences for such activities should not interfere with assignments, test preparation, etc. Students should review their schedule and assignments should be passed in before leaving for tournaments.

C. ASSESSMENT

Student progress will be closely monitored. Marks will be awarded for daily class participation, daily written work, and homework assignments. Assessment of student learning will also be based on tests, assignments and formal examinations.

WRITING ASSIGNMENTS

- Use white unlined paper
- Double space writing or typing
- Handwritten assignments must be legible
- If a computer is used, please understand that excuses dealing with faulty printers, deleted work, etc. will not be accepted. The student is given plenty of notice of due dates. If there are computer problems, the assignment should be handwritten and turned in on time.

DUE DATES

- All assignments must be passed in on time. There will be few, if any extensions.
- Each day an assignment is late, 20% will be deducted from the final grade of the assignment.
- If the student is absent on the scheduled due date, have a friend or relative deliver the assignment or have the parent/guardian contact the teacher at the school.

D. EVALUATION

To ensure that evaluation reflects the ongoing performance of the student over an entire course and also to promote full attendance in classes, the final mark for the course will be calculated in the following manner:

20% - comprehensive test/projects completed during the mid-term assessment period

50% - tests, assignments, homework, projects, labs, in-class assignments, etc. assigned over the duration of the course

30% - final examination for APEF courses or final comprehensive assessment

There will be a make-up test for missed components of assessment **due to an excused absence**. Students who miss assessment pieces due to an **unexcused absence** will be given a mark of **zero** (All excused absences must be reported, with-in five days of the absence, to be excused). I would prefer, if at all possible, that the parent contact me on the day of the missed test or due date of an assignment.

The mid-term progress report to students will represent a mark based 50% on the mid-term comprehensive assessment and 50% on the other assessment pieces completed at the time of the report. **This mark will not be used to determine a percentage of the final mark**, since marks for tests, projects, assignments, labs, etc. are based on what is assigned in those categories for the entire course.

E. CONTACT FROM TEACHER

When deemed necessary, phone contact will be made re. Attendance, classroom performance, deportment, etc.

Monthly attendance profiles will be given to each student so parents/guardian may review, sign and return to the school, where they will be kept on file.

F. CONTACT FROM PARENT/GUARDIAN

Parents/guardians may contact the teacher, to discuss concerns, by phoning the school. Sydney Academy 562-5464.