

Teacher Communication Plan
Communication Technology 11
Tuesday, September 8, 2009
Rhyan Coleman

1. Course Description:

Communication Technology11 is a hands-on course, with some theory, where the teacher takes on a facilitator role. The course is designed to provide students with the learning experiences that will help them to develop the kind of interests, values, attitudes, skills, and characteristics that are essential when working with computer applications. The students will develop and obtain the required knowledge and skills needed to utilize a number of software applications. A student's full attendance is an essential component for success in this course and it is extremely important that students complete and pass in all required material on time; therefore *Due Dates, participation* and *attendance* are an essential component for success in Communication Technology11

2. Attendance:

Student's attendance is mandatory in this class;

- 1) After **3** absences, regardless excused or unexcused, there will be a call home.
- 2) After call home and absences continue, guidance will be informed
- 3) If students continue to have a frequent number of absences their attendance records will be reported to administration for future review

3. Student Assessment:

A. Course content, knowledge, and skills will be assessed on a daily basis throughout the semester by means of **semester marks section** values listed in part C. Students absent from class, for any reason, are still held responsible for work missed during that time. A student's independent study time outside the classroom instructional time is extremely important for this course. The course will also incorporate skills devoted to grammar and English communication (reading, writing, and oral expression skills), to enhance independent thinking and learning. Students have access to computers in classroom or computer labs for research at school and can obtain his/her own personal school login by getting an Internet Access Form signed by their Parent/Guardian and returned to the School Librarian. **This is highly recommended.**

B. Assessment will include marks for participation, presentations, tests, assignments, projects (both homework and class work) as well as formal examination/comprehensive assessment at the end of the semester. In the event of school being cancelled on the **Due Date** of required material, the student is responsible to pass in that material on the next school day. It is extremely important that students complete and pass in all required material on time; therefore **Due Dates** are an essential component for success in this course. If students miss the **Due Date**, they are responsible in making sure they make arrangements to meet the required **Due Date**. Failure to do this will result in receiving a mark of zero on that required material.

C. Semester Marks:

Midterm Mark

Class mark	10%
Assignments	20%
Project s	20%
Midterm/ comprehensive test:	50%

After Midterm Mark

Class mark	10%
Assignments	20%
Project s	20%
Midterm/ comprehensive test:	20%
Final Project	30%

D. There will be no make-up tests or assignments required for missed parts of the above semester marks components **due to an Excused Absence**. Instead the value of other parts of the semester marks components will be **pro-rated** to determine the overall mark for that component. Students who miss parts of a component 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).

3. Communication Methods:

A. Communication with Parents/Guardians will be through the use of Formal Report Cards, Monthly Attendance Reports given to students each month, homework page and scheduled Parent/Teacher meetings. If the need arises, further communications through telephone calls and personal meetings may be required.

B. Parents/Guardians may initiate contact through Sydney Academy's main office by phone (562-5464), e-mail rhyan@staff.ednet.ns.ca and/ or by arranging individual meetings to discuss their child's academic progress.

Sincerely,

Rhyan Coleman

Rhyan Coleman

Parent (s)/Guardian (s) Signature