

## COMMUNICATION TO PARENTS 2009-2010

### A. OVERVIEW OF THE COURSE ENGLISH 12

ENGLISH 11 - ENG 11(Academic)

Students in this course will engage in SPEAKING and LISTENING, READING and VIEWING, and WRITING and REPRESENTING. Using specific Grade 11 curriculum outcomes, students will learn to speak, listen, extend, clarify and communicate information and ideas effectively, and to interact with sensitivity and respect for others. Students will select, read, and view with understanding a range of texts. They will interpret and combine information and respond personally using a variety of resources and strategies. Students will use writing and other ways of representing to explore, clarify, reflect, and create texts collaboratively and independently by using a range of strategies to develop effective writing and representing to enhance their precision, clarity and effectiveness. **Prerequisite: English 11.**

### 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 they leave for tournaments. See the teacher to reschedule tests. This is the student's responsibility.

### 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 standard 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. Handwrite the assignment if there are computer problems.

#### 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 to the school. The student may also send the project by e-mail to:  
**acoffin@staff.ednet.ns.ca**

**TESTING**

- Plenty of notice for tests is given.
- If the student is legitimately excused on a scheduled test day, be aware that he/she may be tested immediately upon return to class. **I WOULD PREFER THAT AN ABSENCE, ON A TEST DAY, BE EXCUSED ON THAT DAY, AND THAT YOU CONTACT ME.**

**D. EVALUATION**

- 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 exam ( a comprehensive exam based on the full semester’s work)

The mid-term progress report to students will represent a mark based on 50% of the mid-term comprehensive assessment and 50% of 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, 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.

Parent/guardian must contact the school, within 5 days of an absence, for the absence to be excused.

**F. CONTACT FROM PARENT/GUARDIAN**

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

TEACHER: Ms. L. Coffin  
DATE: February 2010

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**PLEASE CLIP AND RETURN TO CLASSROOM TEACHER**

I \_\_\_\_\_ the parent/ guardian of  
\_\_\_\_\_ have received a copy of the communication plan for  
English 12.

Please include your e-mail address  
\_\_\_\_\_.

