

Teacher Communication Plan Law 12 Jim MacDonald September 2011

A. Law12 is both a theory and hands-on course where the teacher takes on a facilitator role. It is extremely important that students complete and pass in all required material on time. **Due Dates** are an essential component for success in Law12. If a student is unable to attend, arrangements should be made to have assignments sent to the school.

B. Attendance: Please see Sydney Academy Communication Plan for new attendance policy which is being handed out with this Plan. **If 16 classes are missed, even if excused, students are not permitted to pass the course.**

C. Student Assessment: Teachers are not required to offer make-up tests. Unexcused tests merit zero but, if a test is excused within 5 days, value may be added to the next major test. The teacher reserves the right to schedule a missed test anytime after the student returns. The teacher also may also award bonus points for superior performance.

D. The mid-term progress report of represents a mark based on 30% of the mid-term comprehensive tests and 70% on the other assessment pieces completed at the time of the report. **The mid-term progress report mark does not represent a percentage of the final mark already completed.** This mark is merely an indication of how the student is performing at the time of the assessment.

MidtermMark:
Assignments /Class Mark 30%
Tests 30%
Scrapbook 10%
Comprehensive Test 30%

Final Mark:
Tests 20%
Scrapbook 10%
Comprehensive Test 15%
Final Exam 30%
Assignments/Class Mark 25%

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) or e-mail macdonj99@staff.ednet.ns.ca.

Sincerely,

Jim Macdonald

Parent (s)/Guardian (s) Signature

Second Parent (s)/Guardian (s) Signature

Please sign and return one copy