

Sydney Academy
Teacher Communication Plan
2011-2012

Teacher: Shaun Morrison

Course: Career Development 10

Course Overview:

Please allow me the opportunity to introduce the course as well as my expectations for my students. Our administration has asked us to impress upon all involved the importance of attending classes. To meet the outcomes of each course, time on task, i.e. attendance, is of the utmost importance. Please note that excused classes do not relieve the student of the responsibility for the curriculum addressed during their absence. All excused absences must be reported to the office within five days of the absence to be excused.

Students must make arrangements to have projects and/or assignments turned in to the school on the due date assigned if they are unable to attend class on that day. Points will be deducted each day the project or assignment is late. In the case of prolonged illness, arrangement with regard to due dates must be made with me in advance.

There will be no make-up tests or assignments required for missed components of the assessment due to an excused absence. Instead, the value of other assessment pieces will be pro-rated to determine the assessment mark. Students who miss assessment pieces due to an unexcused absence will be given a mark of zero (All excused absences must be phoned in to the office with-in five days of the absence to be excused).

In the case of frequent absences, a student may be required to do a make-up test or assignment. The date of the make-up will be at my discretion.

Career Development 10 is a full-credit course designed to be offered at the grade 10 level. Career Development 10 covers the following topics:

- Module 1: Personal Development
- Module 2: Career Awareness
- Module 3: Workplace Readiness
- Module 4: Financial Planning
- Module 5: LifeWork Portfolio

Contact Information:

Parents/ Guardians wishing further information regarding their child's progress may contact me personally through the school at 562-5464 or email me @ smorrison@nstu.ca.

Thank you,

S. Morrison

If there are any comments you wish to add please do so in the space provided with your signature.

Parent/Guardian Signature: _____