

HALIBURTON HIGHLANDS SECONDARY SCHOOL



Welcome to MAP 4C

COURSE EXPECTATIONS AND EVALUATION POLICY

Attendance

Regular attendance is essential for academic success in school. It is the student’s responsibility to inform the teacher *beforehand* of any planned absences. It is the student’s responsibility to get notes assignments and any other information missed while absent from class. This should be done on the student’s first day back, either during class, lunch hour or after school. **Any student that is truant the last three days of a semester will not be allowed to write his/her final examination.**

Tests

Students must be prepared to write tests on the assigned day. Students who miss a test for no valid reason will receive a mark of zero. Any student who knows that he/she will be absent for a valid reason during a test must make arrangements with the teacher *before* the period in which the test is to be written. Students who miss a test for a valid reason should be prepared to write the test on the first day back at school or should make suitable arrangements with the teacher on the first day back.

Assignments

If a student is absent on the day when work is assigned, it is his/her responsibility to get the assignment from the teacher. If a student is absent when an assignment is collected, it is to be submitted at the beginning of the period on the first day back.

Late Assignment Policy

Assignments are to be complete and handed in on due dates. If it is appropriate, a student can request a 24 hour extension on the assignment. Those students who have not met the due date will be required to complete the task in room 6 during lunches until the assignment has been completed to the teacher’s satisfaction. Also, parents of the student will be contacted to keep them informed.

Plagiarism

Plagiarism is the act of taking someone else’s ideas or writing and passing it off as your own. Whatever material students consult in the preparation of essays or other projects, should be properly credited to the writer or source. Material may be quoted if the student identifies it as a quotation and cites the author. Copying another student’s work is cheating, and is also called plagiarism. **If a student submits plagiarized work, it will receive a zero. The student will also be sent to discuss matters with the principal, and the assignment will have to be redone even though no mark will be given. Plagiarism is a serious offence and students who engaged in it at the college or university level are often expelled.**

I hereby acknowledge that I am fully aware of the expectations and evaluation in the MAP 4C course.

Student Signature: _____

Parent’s/Guardian Signature: _____

Should it be necessary to contact you about your child’s progress, it would be helpful if you would provide the appropriate information below.

Parent(s)/Guardian(s):

_____ phone: home _____ work _____

e-mail: _____

_____ phone: home _____ work _____

e-mail: _____