

ETS4U Class Policies

Class Rules

1. Be respectful – of your teacher, your classmates and your school.
2. Be prepared – arrive on time with all materials; complete homework and assignments on time.
3. Be enthusiastic – bring a positive attitude to class and put forth your best effort.

Class policies

Lates & Absences - Student success in ETS4U depends on regular attendance and consistent completion of homework and assignments.

Latecomers interfere with their own learning and the learning of others. Students frequently late will be reported to administration and maybe required to stay afterschool to finish work. All latecomers must complete a “Late Slip” in the school office before entering class.

Any handouts missed should be in the class tray. Teachers and the school should be notified of extended absences through the Guidance Office “Extended Absence” form. Please arrange a time to meet with me outside of class to discuss any missed work.

Assignment Submission – Unless otherwise stated, assume that all written assignments must be submitted through Turnitin. Please provide Ms. Hobday with your most frequently accessed email address so she can create a profile for you in Turnitin. Once this is done you will receive an email from Turnitin with the link to use to submit your work.

If, for some reason, Turnitin is not working on the due date please submit your work to my email ahobday@mapleleaf-school.com Work not received through Turnitin or my email will be considered late.

Late assignments & due dates – Below is an outline of Maple Leaf International School Secondary School’s policy on late assignments.

If you do not submit an assignment on its due date the following actions will occur:

1. Parents/Guardians will be notified of all overdue work.
2. Classwork/homework that is not submitted on its due date will receive an automatic zero.
3. Assignments not submitted on the due date will be considered late. Late assignments will received a deduction of 5% per day that they are late for up to 5 days. This includes weekends.

4. Assignments not submitted within 5 days of the due date will receive a mark of zero on the sixth day.
5. Some exceptions may be made if accompanied by a legitimate parental excuse.

Students can approach the teacher for an extension of the due date at least twenty- four hours in advance of the due date. An extension is not guaranteed but will be considered.

If you miss a test for a legitimate reason be prepared to write the test on the day you return to school.

Additional assistance – Students in ETS4U should be proactive in seeking support. I encourage all students to see me for additional assistance with the course for any reason.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Alix Hobday.

I have read the class policies and are therefore aware of all class policies. I understand it will be my responsibility to follow the class policies and are aware of the consequences.

Name Printed

Signature

Parent/Guardian's Signature

Date