



# ST. FRANCIS XAVIER CATHOLIC HIGH SCHOOL

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## Communication technologies 2022

Comm tech 20/30 3 credit

Semester 2: February 1st-June 30th, 2022

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Google Classroom Code: [zwpdsu5](#)

St. Francis Xavier High School acknowledges Treaty 6 territory—the ancestral and traditional territory of the Cree, Dene, Blackfoot, Saulteaux, Nakota Sioux, as well as the Métis. We acknowledge the many First Nations, Métis, and Inuit whose footsteps have marked these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us. We recognize the land as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.

Individual Modules	Course Code	Credits	Evaluation
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taught			
Composition	COM2205	1	Projects, workplace management, tests, labs and assignments are weighted equally to account for 100% of the course mark. Communication Technology Assignments = 95% Communication Technology skills = 5%
Lenses	COM2235	1	Projects, workplace management, tests, labs and assignments are weighted equally to account for 100% of the course mark. Communication Technology Assignments = 95% Communication Technology skills = 5%
Lighting	COM3205	1	Projects, workplace management, tests, labs and assignments are weighted equally to account for 100% of the course mark. Communication Technology Assignments = 95% Communication Technology skills = 5%
Digital Processing 1	COM1275	1	Projects, workplace management, tests, labs and assignments are weighted equally to account for 100% of the course mark. Communication Technology Assignments = 95%

			Communication Technology skills = 5%
Digital Processing 2	COM3275	1	Projects, workplace management, tests, labs and assignments are weighted equally to account for 100% of the course mark. Communication Technology Assignments = 95% Communication Technology skills = 5%

**\*Optional Credits: interested students are encouraged to take on additional projects to meet the requirements of the optional modules**

A wide range of assessment information is used in the development of a student's final grade. At St. Francis Xavier High School, individualized assessments provide specific information regarding student progress and overall performance in class. Student assessment may vary from student to student to adapt for differences in student needs, learning styles, preferences, and paces. It should also be noted that not all assignments are used to determine the final grade, and that scale factors may have been used to determine the weight of individual assignments.

## **PLAGIARISM**

We provide a Catholic education, where the Core Values of dignity, respect, fairness, personal and communal growth, loyalty, and honesty are the framework for all that we do. Within this Catholic education that St. Francis Xavier School provides, one of our main focuses is to encourage and facilitate the pursuit of knowledge and excellence in academics.

To ensure that we attain this focus, all students at our school community are expected:

1. to meet the standards of individual integrity outlined in the policy;
2. to practice intellectual honesty in the process of acquiring and extending knowledge by improving their own personal academic competence, critical thinking, and self-evaluation.

Therefore, students who submit work not their own, take or copy answers from another student or source (cheating), provide answers to any assessment to another student (collusion), cheat during examinations, or use unauthorized means to obtain answers or complete work, after investigation by the teacher supervisor, are at risk of the following:

- First offense – May receive a zero for the assessment and a two-day suspension.

- Second offense – May receive a zero for the assessment and a three-day suspension.
- Third offense – May be removed from the class, further suspensions, or possible recommendation for expulsion.

Conditions surrounding the investigation will be considered and each situation will be dealt with on an individual basis. Review of the incident will first be conducted by the teacher and will then potentially involve additional staff (department head), administration, parents and the student(s) involved.

## **SCHOOL POLICIES**

St. Francis Xavier does not publish report cards. Parents and students are encouraged to keep up to date on Power School and contact their teacher if there are any issues.

At St. Francis Xavier, zeros may be administered for incomplete or absent work with the opportunity to rectify the mark with conversation with their teacher.

## **CELL PHONE POLICY**

Cellphones may be used in the classroom by the teacher invitation only. If the teacher deems the device is a distraction to the learning environment, the teacher reserves the right to ask that the phone be put away or to confiscate until the end of the class.

No cellphones shall be on a student's person during an assessment and should be put on mute in their bag. A zero will be awarded if the device was used for cheating.

## **CLASSROOM POLICY & MISSED ASSESSMENT POLICY**

### **ATTENDANCE:**

1. Consistent and on-time attendance is required for the student to achieve success in this course. Being late to class is unacceptable without a valid reason, and the student may be asked for communication from their parent/guardian as to why they were late.
2. If a student misses class for any reason, it is their responsibility to see their instructor as to what notes/assignments they have missed. Any missed notes/assignments will be made up during flexblock, not during regular class time.
3. For EXTENDED LEAVES (including medical, and vacations). No assignments will be excused.
  - a. Arrangements for medical leaves will be made to accommodate the student upon their return, and can be discussed with the instructor.
  - b. Extended Vacation leaves are NOT recommended for success in this, or any course. Upon return, the student will be given a specific time frame to complete all missed assignments. It is the student's responsibility to make arrangements to collect any missing assignments and notes from the instructor.

**Employability skills:** in anticipation of upcoming changes to the high school report card, the CTS department will also use formative assessment strategies as part of the overall evaluation process. Punctuality, work ethic, time management, and other job skills will be assessed to encourage a strong entry into the workforce.

**Attendance:** lab attendance is extremely important in CTS courses. The objectives taught in lab work are often difficult to make up. Missing a lab may mean that course requirements have not been met and credit will not be given. It is the student's responsibility to contact their teacher immediately following an absence to ensure that arrangements to fulfill course requirements are made up immediately following an absence. Should a student be back at school the day before a class meets, the student must discuss the absence with the teacher prior to the scheduled class. A mark of 0 is automatically assigned to missed labs, assignments, and tests. Students, who responsibly hand in missed assignments or write tests or quizzes immediately following an absence or make arrangements with their teacher for the missed work within 2 days of the absence, will be eligible to have the 0 changed or removed.

**Fees:** additional CTS fees charged at registration cover materials, printer use, paper, etc

**Computer Use:** All students registered at St. Francis Xavier High School are required to sign a document indicating an understanding of the responsible use of a computer within the school. Computer use will be immediately restricted for any student who in fact lacks this understanding. Plagiarism, copyright infringement and document sharing will not be tolerated in any form. Assignments submitted using any of the above will immediately receive a mark of 0 for all involved.

#### **COMPUTER/EQUIPMENT USE:**

**All students registering at St. Francis Xavier High School are required to sign a document indicating an understanding of the responsible use of a computer within the school. Computer use will be immediately restricted for any student who in fact lacks this understanding.**

**Students are required to responsibly use school audio video and other equipment in the completion of their assignments in this course and to ensure that they follow all classroom procedures when borrowing equipment. Please consider that subsequent classes need to find and use well maintained equipment, charged batteries etc.**