



PARENT/GUARDIAN HANDBOOK TO CABILAN MATH

CONTENTS

COURSE OUTLINE and COURSE EXPECTATIONS
ONLINE RESOURCES (www.cabilanmathonline.com and LMS)
LATE ASSIGNMENT AND MISSED TEST POLICY
PARENT-TEACHER INTERVIEW BOOKING PROCESS

Mr. A. Cabilan

cabilan@hwcdsb.ca – www.cabilanmathonline.com



ST. JEAN DE BREBEUF CATHOLIC SECONDARY SCHOOL

Mr. A. Cabilan
Mathematics
905-388-7020 Voicemail: x4691
E-Mail: cabilana@hwcdsb.ca
Website: <http://www.cabilanmathonline.com>

September 2020

Dear Parents/Guardians,

Welcome to a brand new academic semester at St. Jean de Brebeuf Catholic Secondary School.

I am taking this opportunity to introduce myself (Mr. A. Cabilan - your son's/daughter's Math teacher) as well give you some information and classroom expectations in your son's/daughter's Math class.

Course Outline, Online Course Calendar and Online Course Materials

Contents of the course are outlined on the attached Course Outline sheet.

Embedded on the Course website you will find the **Course Calendar** (powered by Google™). This Calendar will be the most up to date resource on important dates for all **Quizzes, Tests, Tasks** and **Assignment due dates**. The Calendar is provided so that both Students and their Parent/Guardian(s) are both aware and up-to-date with what is going on in the Class. Dates will be communicated *well* in advance both in Class and on the Calendar. Date changes will also be communicated using both methods as well.

Lessons presented in class can all be accessed through the Class LMS (learning management system) platform provided by Brightspace as well as www.cabilanmathonline.com. All of the Lessons, Chapters and Units are presented in the order that it will be taught. Students are encouraged to use the LMS and website to read lessons ahead of time or to reinforce any concepts that need clarification. The lessons are also in **PDF format** which makes it easier for Students to print lessons off and incorporate it into their notes. It is also the **Student's responsibility** to use the website to access material for any **missed** lessons. The website serves solely as an additional resource and is **not** a substitute for classroom instruction – attendance is mandatory and essential to your son/daughter's success in my course.

Materials

Students are expected to come to class on time and prepared with the required materials – pencil, pen, eraser, ruler and scientific calculator. For several years now, my class has been equipped with **Sharp 531 calculators** for each student to use in class. This calculator was personally chosen due to ease of use and economical price. Although *purchasing* a calculator is not mandatory for my class, it is strongly recommended for practice at home as well as for the remainder of their secondary education. Cell phone calculators are **not** permitted however there will be times where specific mobile device applications will be used for certain topics.

Class Time

Classes are **75 minutes** in duration. Any Homework questions will be taken up *before* the lesson and Students are encouraged to have questions ready at the beginning of each class. There will be ample time allotted after the lesson for students to begin their homework. It is





ST. JEAN DE BREBEUF CATHOLIC SECONDARY SCHOOL

Mr. A. Cabilan
Mathematics
905-388-7020 Voicemail: x4691
E-Mail: cabilana@hwcdsb.ca
Website: <http://www.cabilanmathonline.com>

expected that students remain focused on the math work until the end of the class and unfinished work be completed at home.

Absences and Lates

Students are responsible for any work missed due to absences (school events included). The unit outline is a guide to the lesson topic and homework assignment. If a Student is aware of any upcoming absences, it is the Student's responsibility to make arrangements with the teacher to write any missed tests or quizzes. * Refer to "Late Assignment and Missed Test Policy" contained in this letter. The Student will be sent to the office for the 5th and subsequent lates.

***** LATE ASSIGNMENT AND MISSED TEST POLICY *****

The purpose of a Late Policy on Assessments and Assignments is to cultivate a culture of responsibility, in which students learn to manage their time and effort, to facilitate their own learning by completing Assessments and Assignments as required, and to respect the needs of peers and Teachers for fair assessment and timely feedback. The purpose is not to punish students, nor are penalties an adequate answer for students who are habitually late with work or absent for Assessments; rather, penalties for lateness and absences should be used in conjunction with other interventions to foster the sense of responsibility we wish to inculcate.

Premises underlying my attempts to have students assume Catholic student **RESPONSIBILITY** include being a Self-Directed, Responsible, Life Long Learner who:

*** Demonstrates a confident and positive sense of self and respect for the dignity and welfare of others.**

Mathematics concepts are divided into Units and/or Chapters where the Teacher, Students (and in some cases their Parent/Guardian) can check in on progress and ensure a well-managed plan is in place for Assignment completion and Effective Assessment preparation. This provides excellent opportunities for formative (assessment for learning) and metacognitive (assessment as learning) assessment.

Students play a part in adhering to reasonable processes and timelines.

Students have some understanding of teacher obligations and commitments.

*** Responds to, manages and constructively influences change in a discerning manner. This includes demonstrating flexibility and adaptability when mitigating circumstances may affect the learning process.**

Students and teachers retain some control and can negotiate adjustments when mitigating circumstances occur

*** Takes initiative and demonstrates Christian leadership**





ST. JEAN DE BREBEUF CATHOLIC SECONDARY SCHOOL

Mr. A. Cabilan
Mathematics
905-388-7020 Voicemail: x4691
E-Mail: cabilana@hwcdsb.ca
Website: <http://www.cabilanmathonline.com>

Students feel that help is available if they are not sure of any of the expectations outlined by the Teacher

*** Sets appropriate goals and priorities in school, work and personal life**

Students have a clear understanding of what is expected in an Assessment or Assignment and feel capable of meeting the expectations of the assignment.

*** Applies effective communication, decision-making, problem-solving, time and resource management skills. This also includes examining and reflecting on one's personal values, abilities and aspirations influencing life's choices and opportunities**

Students have a sense of good time and materials management.

Students have a clear understanding that it is their responsibility to know and track deadlines and Assessment dates

CONSEQUENCES FOR LATENESS and ACCOMMODATIONS FOR WRITING TESTS EARLY

For **MISSED TESTS**, students will be required to contact the Teacher immediately on their return to school and to write the Test (or a *modified* version of it) as early as the Teacher can arrange. Ideally, the Teacher will facilitate the time, location, and supervision for this test re-write – typically the time frame is within **24-48 hours**. Upon return of the Test to the Student, a letter will be attached to the Test indicating the *original* date of Test administration and the date which the Test was actually written by the Student.

If Students are aware ahead of time that they will be away for a Test, they *may* request to write the Test (or a modified version of it) at an **earlier** date/time and alternate supervised setting. To maintain the integrity of the Test, this will only be granted under special circumstances and will be treated as an exception and not the norm.

For **LATE ASSIGNMENTS**, students *can* be penalized **10%** of the TOTAL Assessment mark PER SCHOOL DAY up to a **maximum of 50%**. Evaluated assignments will show both the mark before deduction and the recorded mark with the late penalty. Parents/Guardians of Students 16 years old or under may be contacted if a Student fails to complete a key piece of work and submit it by the assigned deadline. Students 18 years old and older will be communicated to directly. *** Early submissions are always welcome and are strongly encouraged.**

Ultimately, after the Teacher has used all of the above strategies, the Teacher may grant a mark of **ZERO** on an Assignment that has not been handed in despite their best efforts. When the mark of Zero is granted, an e-mail to the Parent/Guardian (of Students 18 years old or under) and Vice Principal may be sent by the Teacher. Students with an Individual Education Plan (IEP) will also have the e-mail sent to their respective Special Education Resource Teacher (SERT).





ST. JEAN DE BREBEUF CATHOLIC SECONDARY SCHOOL

Mr. A. Cabilan
Mathematics
905-388-7020 Voicemail: x4691
E-Mail: cabilana@hwcdsb.ca
Website: <http://www.cabilanmathonline.com>

Habitual missing of Tests and/or Lateness with course work may result in the School Administration intervening on a more formal basis. At the request of the Classroom Teacher, through the Student Success Team, the Administration may meet with the Student and review the need for more dramatic interventions (assigning spare periods to the Student Success Centre, in-school suspensions, parent/guardian meetings, academic probation, etc.)

In accordance with the Ontario Ministry of Education's Policy on Assessment and Evaluation, "students who fail to complete an evaluated piece of work that is of a major summative nature (term projects, culminating tasks, and January/June examinations) will be given an "incomplete" standing in the course until such time as the work has been completed."

Extra Help

There are many avenues for obtaining extra help for this class.

1. The Student may ask the Teacher any questions during class work time – there is plenty of time to ask questions during this time
2. St. Jean de Brebeuf has an **after-school tutoring** program running on Tuesdays and Wednesdays (subject to change). There is no fee for this but you must sign up through Guidance/Student Success.

Remember, this course moves quickly but there is always help available.

Parent-Teacher Interviews

Parent-teacher interviews will be taking place on **TBA** and will be broken up into *two* time sessions – The afternoon session will take place from **1 pm until 3 pm** and the evening session will take place from **6 pm until 8 pm**. Bookings for interviews are now activated and can be booked through www.bookeo.com/cabilan. A link is also available on the Class website. All that is required is a **valid e-mail address** to send your confirmation e-mail indicating the time and interview location. You can also change, modify or cancel your appointment with your login information.

Questions/Concerns/Communication

If you have any questions or concerns regarding your son's/daughter's progress, please e-mail me at cabilana@hwcdsb.ca to ensure a quick and expedited response.

Looking forward to a great semester! Thank you for your co-operation.

Andrew X Cabilan

Teacher, St. Jean de Brebeuf Catholic Secondary School

