

The Early College @ Center Grove Common Student Expectations

Technology Policy

Unless the student has made arrangements with the instructor or the instructor has given explicit permission, student phones and personal devices (not intended for academic use) must remain in student's bag on silent mode. Discussion of this policy with each class serves as the first warning; each subsequent offence will result in disciplinary action.

School issued iPads will fall under this policy when students engage in non-academic and/or off topic uses.

Self-Advocacy

A major focus within the Early College program is self-advocacy. This means that students, not parents, will do the following:

- Communicate with teachers about grade discrepancies in a respectful and timely manner.
- Communicate with teachers to clarify assignment expectations well in advance of the deadline.
- Communicate with teachers for pre-arranged absences (school field trips, doctor appointments, family vacation, college visits, etc.) prior to an absence. Work is expected to be turned in immediately upon return.

Late Work Policy

Major essays, projects, lab reports, speeches etc. that are expected to be submitted electronically will be due at 7:30 a.m. (Note: This is an attempt to help students with time management and keep them from doing last-minute work in another academic course and to combat problems with students not having Wi-Fi at home).

- Homework -- Non-dual credit courses will accept late homework up until the end of the unit for up to 60% of the credit. Dual credit courses will accept late work until the next class period for up to 60% of the credit. All late work submitted through Canvas must be accompanied by a well-written email to notify the teacher that the assignment has been uploaded and is available for grading. All late work will be graded and entered into Skyward by the end of the grading period.
- Essays/Projects -- All major essays and projects will be accepted late; however, students will lose a letter grade each calendar day until the assignment has been submitted.

Absentee Policy

- If a student is absent, it is his/her responsibility to FIRST check Canvas for class agenda and any assignments or activities before contacting the teacher.
- Any homework that was due on the day the student was absent is expected to be uploaded immediately upon return (if not before). Students should submit in the comment section of Canvas the date they were absent in order to ensure they are not given late credit on the assignment.
- It is the student's responsibility to schedule the make-up test/quiz immediately upon return. Tests and quizzes will be entered as a zero until they are made up.

Canvas Excuses

Students are responsible for all work on Canvas: agendas, homework, expectations, etc. Students have the ability to double check assignment submissions through Canvas. It is up to the student to ensure that the assignment has been submitted through Canvas and that the correct document has been submitted. Excuses for assignments not being submitted or incorrect submissions, including submitting assignments to the wrong place, will not be accepted and late work policy will be applied.