

## **Semester II Guidelines for Success 2021**

### **Accessing Daily Assignments**

To access daily agendas, you will need to reference the Daily Agendas PPT. This will be the most accurate way to find out what is planned for a class or what happened during a class period. The Daily Agenda PPT. is linked to my teacher website and to Canvas. If you cannot access something, please let me know.

### **Turning in Assignments**

If collected IN-PERSON during the class period, these assignments will be due when class begins.

If the assignment requires an IN-PERSON HARD COPY, you must turn in a HARD COPY ON TIME to receive a grade.

If collected ONLINE during the class period, these assignments will be due via CANVAS.

I will not grade assignments submitted via email. If you would like a grade on an assignment, you must submit IN-PERSON HARD COPY or VIA CANVAS ON TIME.

### **Acceptable Submission Forms**

If you are submitting an assignment via Canvas, the file must be a PDF or a Docx form. I cannot access files submitted in gdoc format. Do not send links to Google documents. If you submit an assignment that is a link or a gdoc, you will not receive a grade on the assignment. At that point, further submissions (even in correct format) will be treated as late work.

### **Late Work Policy**

I will not accept late work without a served academic detention. If you serve academic detention, you can submit late assignments for up to 60% credit.

### **Frequently Asked Questions**

*If I turn in something at the end of class after you've collected it earlier in the period, is it still late work?*

Yes. You will need to serve the academic detention.

*Will I accept late work without an academic detention?*

No. You must serve the academic detention first.

*What happens if you cannot make the academic detention due to a conflicting schedule?*

You will not receive the opportunity to submit late work.

*What happens if you are in quarantine during the academic detention?*

You will need to arrange a virtual call with me on the assigned academic detention date.

*When is the academic detention?*

It will be announced and located on the Daily Agendas PPT. a week in advance.

*If I am in quarantine, how does the late policy apply?*

If you are in quarantine, you are still expected to submit assignments on time via Canvas. The only exception to this rule is if you have a documented doctor's note on file with the front office that dismisses you from being present.

*What if I am too ill to complete assignments on time?*

If you are too sick to complete your assignments, a parent/guardian needs to contact the front office and provide a doctor's note. In this event, you will follow make-up work guidelines for the number of days that you miss.

*What if I submit something ON TIME via email?*

If you do not use Canvas to submit your assignment and/or you do not provide a hard copy, the assignment will not be graded. I will not be keeping track of email submissions.

### **Make-Up Work Policy**

Make-up work refers to the submission of work that was missed due to an excused absence. This does not apply to quarantine.

*How does the make-up work policy apply?*

If you missed two days of school (excused absences documented in the front office), you would receive two days to submit missed assignments. This rule applies generally to however many days you were excused and absent.

*What if I have extended time accommodations?*

If you have extended time accommodations, you can submit assignments up to one day after the due date. Past that extension, all submissions will be considered late work.

### **Additional Support**

If you are struggling with something, reach out well in advance of when the assignment is due. I am happy to help you individually or arrange a time to support you in better understanding an assignment. If you wait until the last minute, I may not be able to help you at that point in time. Plan ahead.

Please reference the syllabus if you need further clarification regarding any of the aforementioned topics.

The main change this semester is that I will not accept email submissions. All submissions need to be submitted via Canvas and/or in-person in hard copy if the directions permit.

By signing this document, you are ensuring that you understand the policies outlined here.

Student Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Please print your name here: