This is a college prep class so assignments are expected to be completed by the due date.

EXTENSION REQUESTS

- PARENTS/GUARDIANS may ask for an extension of 1-3 days on an assignment when unforeseen circumstances, emergencies, or previously scheduled events conflict with an assignment's due date. For longer extension, please email learningctronline@gmail.com.

- Extensions should NOT be a routine or common occurrence, and they must be requested PRIOR to an assignment's due date. 1-2 extensions per semester is acceptable.

- PLEASE send a reminder IF you were granted an extension on an assignment.

  - For written submissions to Learning CTR Online, write a note in the subject tab that you were granted an extension.

- Assignments that are granted an extension may still receive a temporary grade reduction for record-keeping purposes and as a reminder to students. Once the assignment is completed, the grade will be adjusted. **See Learning CTR Online course grading policies for full explanation**.

GRADE REDUCTION FOR LATE ASSIGNMENTS:

1) 10% per day for three days; 0% after 4 days
   - The grade on a late assignment will be reduced **10% per day** for the first 3 days.
   - **After 3 days**, the assignment/assessment will be graded as a **0%**.
   - If the assignment is not turned in within two weeks, the grade will remain at 0%.
   - Make an effort to do ALL assignments/assessments even if they are past the due date for the sake of learning.

2) Even if you have previously arranged an extension that was approved, late assignments (4+ days) will still be given a 0% score as per Learning CTR Online policy UNTIL the assignment is satisfactorily completed. Once the assignment or assessment is completed, the grade will be adjusted.

3) DO NOT take it personally that your grade was reduced for lateness. Learning CTR Online is preparing you for college in which many professors do not receive late assignments or assessments at all.

6) For the first few weeks of Semester 1, teachers will inform students & parents through email of late or missing assignments/assessments. Assignments are your responsibility.