



## Grade 12 U/M Academic Policy

**In order to foster good work habits and adequately prepare students for entrance into college and university programs, the following guidelines have been accepted by teachers of Grade 12 U/M courses at Collingwood Collegiate Institute. We believe it is important to appreciate these practices in order to better prepare students who have made the decision to pursue post secondary programs.**

1. Attendance is critical to success. It is expected that all Gr. 12 students will attend class everyday, unless extenuating circumstances arise. Getting to class on time is equally important. Therefore, in order to minimize any disruption to class, late students will only be admitted at a suitable time during the lesson, at the discretion of the teacher.
2. Tests are to be written on the assigned test day. Students who are absent on an assigned test day must complete and submit a **“Missed Test Form”** in order to write the missed test. Forms are available on the CCI website for students to print and have their parents sign.
3. Handing in required tasks on their assigned due dates is an important time management strategy to master before beginning any college or university. As such, any assignments that are not submitted on their assigned due date will be deducted **10%** on their first day late, and **5%** for the next 4 days. After these **5** days, submitted assignments will receive a maximum mark of **50%**, provided the assignment still meets all of the expectations.
4. **“Turn It In.com”** will be required for all 4U/M essay style submissions within all departments of the school.
5. In general, e-mailed assignments will not be accepted. Assignments are to be prepared and ready to hand in at the **beginning** of class on their assigned due dates.

***Set high goals for yourself and enjoy the course!***

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***I have read over the course description and requirements;***

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Student Email:  
\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian Email:  
\_\_\_\_\_