

Homework is the part of school over which you have the greatest control and which influences your success most. At 20% to 30% of your grade (depending on the trimester), turning in all of your homework in a neat and proper manner will have a significant positive impact on your overall trimester grade. All work submitted is expected to be neat, properly formatted and indicate a sincere effort to complete the assignment.

Please be advised that late homework WILL NOT be accepted and the student will receive a grade of zero for the assignment. Furthermore, all homework must be placed in the "In-Box" on the bookcase *before* the bell rings. Completed assignments which are not placed in the in-box before the bell rings will be considered late and not accepted.

*Tests and Study Sheets & Proper Headings on Assignments:*

Every student is expected to maintain a pocket folder or binder containing all of the study sheets and tests for each half-year in neat, reverse-chronological order (in other words the most recent material on top). Notes are to be kept in a separate spiral notebook. All work is required to have your name, date and class period in the top right hand corner, and in the case of homework, the chapter and page numbers, where applicable. Assignments with improper headings or on incorrect paper size will receive a ten-point deduction.

*Unplanned, Excused Absences:*

If you are absent for an excused reason, it is your responsibility to talk with me in order to (1) turn-in your make-up homework and (2) make-up any tests which were missed. Missed assignments and tests will be turned in or made-up during the Monday study hall. Please be aware that students making-up exams in study hall will have only fifty-five minutes to take the test. Pop quizzes and scheduled quizzes cannot be made-up, but will not be counted for or against your grade. REMEMBER, IT IS YOUR RESPONSIBILITY TO FIND OUT WHAT WAS MISSED AND TO TALK WITH ME ABOUT MAKING-UP THE WORK. I WILL NOT BE REMINDING YOU OF THESE RESPONSIBILITIES.

*Planned Absences:*

Some absences will be planned (i.e., vacation, club sports tournaments, church trips, etc.). You are responsible for turning-in all work which will be due during your absence *before* you leave. Similarly, all tests which will be given during your absence must be taken *prior* to leaving. Therefore, it is in your best interest to let me know in advance as soon as you know that you will be absent so that I can provide you with the list of assignments that you will need to complete. Students who leave on a planned trip and do not complete assignments and take tests prior to departure will receive zeros on all such homework and exams.