

Homework is the part of school over which you have the greatest control and which influences your success most. At 25% to 35% 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. **IF YOU TURN-IN ALL OF YOUR HOMEWORK, PARTICIPATE, AND COMPLETE ALL MAJOR PROJECTS, YOU WILL NOT FAIL THIS COURSE.**

Please be advised that late homework WILL NOT be accepted and you 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, chronological order. Notes are to be kept in a separate spiral notebook. **All work is required to be on 8 1/2 x 11 size paper and have your name, date and class period in the top right hand corner, and in the case of homework, the page numbers and questions assigned, where applicable.** Assignments on incorrect paper size will receive zero credit after the first two weeks of school.

*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 at a mutually agreed upon time. Pop quizzes and scheduled quizzes cannot be made-up (however, the lowest quiz grade each trimester will be dropped). **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. In cases where it is not possible for me to provide the work or tests in advance, you will need to meet with me upon your return to schedule make-ups.