

65% of grade is **MAJOR WORK**: 35% of grade is **DAILY WORK** (quizzes, homework, etc.) All the following can affect your grade.

1. Use this heading for your papers:

Mrs. Smith

Name of Course AND THE PERIOD

Your Name

Date

Title of the Essay or Name of the Assignment (centered--do not underline or quote)

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2. Use standard-sized paper (8 1/2" x 11").
Use white paper. Use dark ink (blue or black).
3. Bring **pen** and paper to class each day. Also bring a pencil on exam days.
4. Hand in work on time. (You lose **one letter grade** for each day an essay is late.)
5. Absences: It is your responsibility to make up all work missed during your absence. All extended (**three days or more**) assignments are **due on the announced date**; if you are going to be **absent** from class, you should have a responsible person **deliver** the assignment to me. On daily assignments you will have the amount of time equal to the amount of time you were absent to make up the work. (For example, if you were absent two days, your late daily work is due your third day back in school.) This is school policy (see your *Titan Guide*). When you miss a **quiz**, be ready to take it the day you return. (Sometimes I will give you an **alternate assignment** to make up within the same number of days.)
6. Do not bring/drink juice, cola, coffee, etc., in class (water is fine).
7. You may eat in class **if** you keep it neat, non-pungent, and out of sight--no sandwiches, lunch, pizza, oranges, etc!
8. Do not chew gum when you are speaking to or reporting to the class.
9. Save the handouts.
10. You will need a notebook for your notes.
11. Do not use a cell phone / iPod/Walkman/Game Boy/CD player/palm pilot/ calculator/ ETC., in class. Keep them all out of sight. (Put any headset/earphones away before class or lose grade points.) If I see or hear your cell phone or iPod, I will confiscate it.
12. Do not wear a hat in class.
13. Be on time. If you are tardy, you may not hand in that day's homework.
14. Be in attendance.
15. **Remember: Late work is accepted only if you are (excused) Absent or Excused Tardy.**
Exception: Essay assignments--you lose one letter per day. In other words, you must make up an essay even if you are absent.
16. For any group homework (cooperative learning), fill in a Rubric I will give you.
17. **This above all: Treat each other with respect.**

Parent/guardian signs _____ *Student's Name (PRINT) _____ PERIOD _____