

These are the guidelines to instruction and behavior for you to follow in this class. They are designed to make life easier for you and me.

- For this class you will need
  - either** A notebook and folder to keep all notes, handouts, and returned work,  
**or** A ring binder with a section for this class in which you will keep all notes, handouts, and returned homework. Buy a hole punch if necessary to be sure everything gets in the binder.
  - Map pencils or colored fine point felt markers. (red, blue, yellow and green at least)
- There will be **no trips back to your locker** for anything so be sure to bring your notebook/ring binder and pen or pencil to class every day.
- All work must be legible and neat. Anything not up to standard will be returned to you for a “re-do” with an appropriate loss of credit.
- When you are absent, it is **your responsibility** to make up any notes and work you may have missed. This includes being absent for school activities. You should **request your assignments in advance** when you know you are going to be absent from class. When you return to school after an illness, it is **your responsibility to make arrangements** to make-up work missed. These arrangements must be made the **first day** you return after the excused absence. You should keep in mind that there is no substitution for certain in-class activities or for group participation. Please be conscientious about this.
- The penalty for **late work** is 20 points. For example, if you have an assignment due on Monday and you turn it in on Tuesday the highest grade you can receive is an 80. I will **NOT** accept homework more than one day late, except in cases of excused absences. If the work is turned in more than two days late, I will correct it but you will not receive credit. Remember homework is designed to help you know what is important, and you might see the questions on your exams.
- Your grade will be determined for each six weeks period in the following way:

<b>75% MAJOR GRADES</b>	<b>Exams and the Six Weeks Project</b>
<b>25% MINOR GRADES</b>	<b>Class assignments (including homework, assignments, etc.) and Quizzes</b>
- The school re-test policy for **honors classes** will be followed. There are no re-tests for honors or AP classes.



**ONE LAST HINT:** Teachers are here to help you learn what we feel is important for you as a citizen of the world to know. There will be organized tutorial sessions at assigned times. I am also available before or after school almost every day so make an appointment to see me for help.

***Do not be afraid to ask for help if you do not understand a topic. All honestly asked questions are welcomed and encouraged.***

***Ask me about the “Life Happens Rule” if you have an unusual situation where you have not been able to prepare for class.***

**"Geography is a subject which holds the key to our future."**  
**Michael Palin**  
English Comedian, Actor, Writer and Television Presenter

***I hope we have a great year. I know what you are capable of and all I ask is that you try your very best this year!***