

These are the guidelines to instruction and behavior for you to follow in this class.

1. For this class you will need
  - a. **either** A notebook and folder to keep all notes, handouts, and returned work,  
**or** A ring binder with a section for this class. You also might want a separate notebook to produce a vocabulary dictionary and to record the answers to the study question for each unit.
  - b. You might want to have note cards to make flash cards for your vocabulary terms.
  - c. Map pencils or colored fine point felt markers. (red, blue, yellow and green at least)
  - d. Optional: Goode's World Atlas, USA: Rand McNally & Company, latest edition.
2. There will be **no trips back to your locker** for anything so be sure to bring your text, notebook/ring binder and pen or pencil to class **every day**.
3. 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.
4. 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. You must be prepared for all assignments (including quizzes and tests) upon your return. 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. We will also be covering a lot of information in a short time.—don't get behind.
5. Late Academic Practice and Achievement grades (with the exception of written tests) **will be accepted** for Honors, Pre-AP, and AP courses with a penalty. The penalty for **late grades** is 30 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 70. I will **NOT** accept homework more than one day late, except in cases of excused absences or individual circumstances. If the work is turned in more than two days late, I will correct it but you will not receive credit. Remember Practice is designed to help you know what is important, and you might see the questions on your exams. Extenuating circumstances will be considered for late Achievement and Practice grades beyond one day.
6. Grades. Your grade will be determined for each six weeks period in the following way:
 

<b>80% ACADEMIC ACHIEVEMENT</b>	<b>Exams and a Six Weeks Project</b>
<b>20% ACADEMIC PRACTICE</b>	<b>Class assignments</b> (including homework, assignments, etc.) and <b>Quizzes</b>
7. The school re-test policy for **Advanced Placement 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. Also, remember I have a "Life Happens Rule" so if you have an unusual situation where you have not been able to prepare for class come and talk to me before an assignment is due or before your exam is given. 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!***