

Class Rules and Procedures

Be here and Be here on time

Much of what we will do each day is set up and discussed in the first 15 minutes of class. Discussions, simulations, etc. are difficult to make-up if missed.

Come to class prepared:

Bring your class materials with you everyday. Come to class having completed your homework and be prepared to participate.

Treat everyone with respect; expect to be treated with respect

This means everything from raising your hands before you speak, to how you address others. It is NEVER okay to be rude, to ridicule, make fun of or disrespect anyone in anyway. No physical horseplay will be accepted in the classroom, even with *friends*.

Follow instructions:

Just do it.

Other technicalities:

- No candy
- Homework and projects are due at the beginning of class
- No cell phones, sunglasses, hoods or headsets during class
- I really, really, really dislike tardiness and classroom disruptions; please do not...

All major assignments must be turned in on the date due, even if you are out that day with an excused absence.

Materials you will need

- 3-ring binder, with index tabs
- Plenty of note paper
- #2 pencils for scantron tests
- Blue or black pens [**no red**]
- **A Sonoma County Public Library card**

Types of Assignments

- **Class work**
notes, groups projects and presentations, exams, discussions
- **Homework**
chapter reviews, vocabulary, essays, research
- **Global Forum Projects**

Extra Help

- Tutorial [room E-16]
- Call my home evenings, after 7:00 [529-9038]
- On the web, at class web page
- By Appointment

Grade Ranges

A = 90 - 100% B = 80 - 89.9%
C = 70 - 79.9% D = 60 - 69.9%
F = less than 60%

Late work

- Work is late if not turned in at the beginning of class on the due date
- Minus 20% of the possible score if turned in by the beginning of the next class meeting after due date

LATE WORK WILL NOT BE ACCEPTED IF MORE THAN ONE CLASS MEETING LATE.

Grade Determination

The most important factors in being a successful student are consistent effort, the willingness to work hard and the commitment to improve.

Your grades will be based on total points earned. The categories and approximate percentages are:

- **Class work** **20%**
This includes daily responses and other in-class activities.
- **Homework & quizzes** **40%**
- **Exhibitions/Projects** **40%**
This includes exams, essays, presentations and projects.
- **Participation** (semester) **2%**
- **Extra credit** **0%**

I DO NOT offer any extra credit.

Make-up for Absences

It is very difficult to do well in this class if you are often absent.

WORK THAT IS DUE THE DAY OF AN ABSENCE IS DUE THE DAY THAT YOU RETURN.

On the day you return from an absence, it is your responsibility to come to the classroom computer, go to the class computer homework page on the Internet and copy down **both** the class activities and homework from the day(s) you were absent.

THE TIME YOU HAVE TO TURN IN WORK FROM AN ABSENCE IS EQUAL TO THE LENGTH OF YOUR EXCUSED ABSENCE.

Mr. Sovel's email:
bsovel@pcsdmail.org