Ms. Catsos’s Homework Guidelines

* Type or **neatly** handwrite your homework in black or blue ink, or pencil. If you have messy handwriting, please type or you may be asked to do so!
* In the upper left-hand corner, write your **name**, the **date**, and your **class period**.
* If the questions are numbered, write the number for every question. However, you do **not**need to rewrite the question.
* You may write on both sides of the paper. If you need two pages, please staple it.
* Answer every question in a **complete sentence.**
* Homework is worth 4 points; incomplete homework, homework done during class on the day it is due, or homework that is not in complete sentences will receive a 2.
* Following Coyle’s Freshman Homework Policy, you can expect to be given a personal detention with 24 hours notice (and an email to your parents) for any homework assignment not turned in. If you do turn it in the following day, you will not need to serve the detention. Late homework will only be accepted one day after it is due, for up to 2 points.
* If you are absent, you should check the course website to see what assignments were given as classwork and homework. It is your responsibility to make up any missing work!
* You may turn your homework in online using the “Turn Assignments In” menu on the course website. Please be sure that you submit the assignment **before** the meeting of the class when the assignment is due. All assignments submitted online **must be in pdf format.** See me if you need help saving your work as a pdf.