**Teacher**: Elaine Elliott

**Contact**: eelliott@usd497.org 785-330-2560

**Appointments**: I am available before (6:30 am) and after school by appointment. Let me know you are coming in or I won’t be here. I am a zero hour teacher and my workday is over at 2:50. I will stay late if you ask. Feel free to email me with any questions. If you email me after school hours, I cannot promise that I will read the email until the following school day.

**Grading**: You will be asked to write correctly cited and formatted papers this semester. You will be asked to read on a daily basis, you will do several projects, and you will take at least one test. Grades will be on a traditional scale of A-F.

**Late Work**: Every school day an assignment is late 10% will be deducted. After being 9 days late the highest grade you can receive will be 5%.

**Absences**: For every day that you are **excused** you will have the corresponding amount of time to make-up missed work. If you were gone one day, you will have one day to turn the work in. If you miss two days, you have two days to make-up the work. For unexcused absences, your work will be counted as late.

**Plagiarism:** Don’t do it. You will receive a failing grade of **zero** points. Do your own work, it’s what the cool kids do.