

**Managing Your Life  
&  
Geography  
Mrs. Reynolds  
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**Course Description:**

Managing Your Life/Geography is a one semester course designed for freshmen. The first quarter of the class focuses on life management skills, and the second quarter focuses on geography.

**Class Rules**

- 1.) Be in assigned seat with all materials when the tardy bell rings.
- 2.) Raise hand and be called upon before speaking.
- 3.) Keep hands, feet, and objects to yourself.
- 4.) Follow all directions the first time they are given.
- 5.) Please use the restroom and do your eating and drinking during breaks and at lunch.
- 6.) You are responsible for getting work missed due to absences – I will not track you down to give you work!

**Missed Work Policy**

If you miss a class period because of an excused absence, YOU are required to get the missing assignments and handouts. I will not track you down to make sure you receive the handouts. Even if you are excused from class, you are still required to keep up with the reading, since it will be posted online. The reason for this is so that you will be able to participate in class discussions when you return to class without having to make up reading. Each day I will put any handouts, with the names of anyone who missed class, in the 4<sup>th</sup> period bin in the back of the classroom. I will also write the due date on the handouts for you. It is your responsibility to check that bin when you return to school after an excused absence. (If you return to school and there is nothing in the bin for you, it would still be wise to ask me if you missed work, as I too am human and may occasionally forget to put work back there for you).

**Late Work Policy**

- Most homework will be accepted late, but with penalty. Certain assignments will not be accepted late, such as assignments due the last week of a quarter or major assignments. If an assignment will not be accepted late I will let you know in advance.
- For each school day an assignment is turned in late you will lose one full letter grade (10 %). For example, let's say that you would have received an 87% on an assignment if it had been turned in on time, but you turn it in late. Your grade

will drop to a 77% if it is one day late, a 67% if it is two days late, and so on. No assignment will be accepted after five days, except in severe cases.

- Parental notes will be considered, as will sporting events (for team members only), however, it is up to my discretion to choose whether to honor parental notes or not. Generally, no excuses will be accepted for long term assignments or basic homework assignments where more than one day is given to complete the assignment.

For the majority of assignments I will stamp and collect assignments the day they are due. This is so I know the assignment was turned in on time. In class work will not always be stamped, and should be turned into the top box on my desk when you are instructed to do so. Late work should not be turned into the box. Late work must be handed directly to me so I can verify that the work can still be turned in, and so I can date the assignment and grade accordingly.

### **Plagiarism Policy**

ANY form of plagiarism is considered cheating, and will not be tolerated. This includes, but is not limited to: copying homework from a friend, or allowing a friend to copy your homework, buying papers off the internet, paying a friend to write a paper or do homework for you (or getting a friend to do it for free), or copying and pasting parts of a paper from another source (without giving proper citations). If you are caught doing any of these things purposely on any assignment you will immediately receive a zero for that assignment, and may be subject to other disciplinary action, such as a referral. It will be up to my discretion to allow a student to re-do an assignment if I believe the plagiarism was an honest mistake. It is true that I may not catch every incident of plagiarism, but choosing to cheat is a huge risk to your grade.

### **Assessment:**

- I use the traditional 10 point grade scale, including plus and minus. For example:  
98-100 % A+  
94-97% A  
90-93 % A -
- 25% of the final grade will be a weekly citizenship and participation grade.
- 25% of the final grade will be an accumulation of weekly homework and in class work.
- 25% of the final grade will be an average of each project, including binder/planner checks.
- 25% of the final grade will be an average of each quiz, test and final.

### **Citizenship**

Each student will start off with up to 10 citizenship points each week, or two points available each school day of the week. You will lose citizenship points if you receive demerits for being disruptive, talking out of turn, coming to class late, using the restroom

excessively, not following instructions, etc... If you lose more than 6 citizenship points during a single week, you may also receive a referral. There will be chances to earn back those points, however. Participating in class discussions may earn back points, and in certain cases cleaning white boards, vacuuming the classroom, etc... may be a way to counter-act demerits.

### **Misc. Procedures**

- You should be in your seat ready to work when the tardy bell rings. Being in the classroom is not enough! If you are not at your desk you will lose citizenship points.
- Unless otherwise specified, **all work** needs to be in pen (or typed) with the following heading in the upper left hand corner of the paper:
  - Your Name
  - Teacher Name
  - Class Name
  - Date due
- If you need to use the restroom or go to your locker after the bell has rung please do not interrupt class to ask permission. Take the appropriate pass and quietly leave the classroom. You will lose citizenship points if this becomes a regular occurrence. Please try to avoid leaving the in middle of a lecture.
- If I see or hear a cell phone I will take it. If it is a first offense, you will have to pick it up from the office at the end of the day. You will also receive a demerit. If it is a second offense, a parent will have to pick up the cell phone. After that, a parent will have to pick up the phone and you will receive a referral.

### **Conduct**

- If I am lecturing you should be listening attentively while taking notes. If you have a question please raise your hand and wait to be called on. *Always assume that what I am telling you will be on a test, and always assume you need to take notes.*
- During group work talking is obviously permitted, however, groups discussion needs to stay on topic.
- Talking is not allowed during independent reading or writing times.

### **Attendance**

- If you are not in the classroom when the bell rings you are considered late, and will need to go to the office to get a pass.
- You must present absence or tardy slips to me. If I do not see a slip it will be considered an unexcused absence. Please bring me absence slips by the end of the week.

### **Extra Credit**

- Extra Credit may be given periodically, however, do not depend on this. The point of Extra Credit is to give minimal help to students so that borderline grades can be raised (ex: from an 89% to a 90%). Do not expect Extra Credit to make up for homework and assignments you fail to turn in.
- Under special circumstances I may be willing to create an extra credit assignment for an individual student.

**Course Outline:**

FIRST QUARTER

**Life Management Skills**

Weeks: 1-9

**Text:** *Life Management Under God*

**Topics Include:**

- How to succeed in school – note taking skills, time management skills, planning.
- Relationships – relating to others, dating, parent-child relationships, respect, manners.
- Safety and wellbeing – first aid, alcohol and tobacco.
- Living habits – nutrition and exercise.
- Job success – resumes, education.
- Preparing for marriage – Christian marriage, divorce, pre-marital sex, sexually transmitted diseases.
- Life issues – evolution, abortion, gambling, politics.

SECOND QUARTER

**Geography**

Weeks: 10-18

**Text:** *World Geography*

**Topics Include:**

- The Earth – topography, weather and climate, resources, wildlife, maps.
- Asia – The Middle East, Central Asia, Southern Asia, The Far East.
- Europe – Mediterranean Europe, Central Europe, British Isles, Scandinavia, Eastern Europe.
- Africa – Northern, Southern, and Tropical Africa.
- Australia and Antarctica – Australia, the Pacific Islands, Antarctica.
- North America – Canada, The United States, Mexico.
- South America – Northern Andean Countries, Brazil, Southern Countries.

**Materials Needed**

- Binder: Every student will need a binder specifically for MYL/geography. It must be at least a 1” binder. You will also need a set of dividers.

- Planner: Every student needs to have a planner that includes daily and monthly sections. This should be brought to class every day.
- Text: Please bring the appropriate book to class. We may not use the book every day in class, but you should always come prepared.
- Writing utensil: Please come prepared with a pen every day. Work done in pencil will not be accepted.