# Mr. Sforza's Homework Guidelines

1. **Typed or handwritten in pen on loose leaf. No pencil please!**

2. **Please include the following info: Name, Period, and HW#.**

3. **Please staple ALL assignments longer than 1 page.**

4. ***On-time homework* will either be collected or checked in class. *Late homework* must be placed in the late homework folder corresponding to your class period (whether or not the lateness was due to absence).**

5. **If work is late due to an absence, write ABSENT at the top of the page to avoid being penalized.**