**ESSAY/PAPER/ASSIGNMENT GUIDELINES**

MR. LUSSIER-U.S. HISTORY I and CIVICS

1. All essays, reports, and papers must be typed. If there is an extenuating circumstance where a student cannot type a paper, then an arrangement can be made with Mr. Lussier ***prior*** to the assignment being due.
2. Typed assignments must be
	1. Font size: 12
	2. Font type: Times New Roman, Arial, Comic Sans. Any unreasonable font type that is difficult to read will be marked down a point.
	3. Double spaced
3. The assignment can be submitted electronically at my website:
	1. mrlussiershistory.weebly.com Find your class tab (US History or Civics) and on the drop down menu select assignments. You can attach your assignment right to my site.
	2. You can email it to me at jason.lussier@new-haven.k12.ct.us
	3. You can bring a flash drive to school and print it out.
	4. If you want to print it out during study hall you must get a pass before study begins. See me in class or throughout the day in my room.
4. Assignments are due when they are due. If there is an illness or other extenuating circumstance please contact me and briefly explain the situation. Each situation will be dealt with individually and accordingly. If I do not here from you and the deadline passes then the assignment is late. You can send me a message via email or go to my website and on the homepage there is a contact form on which you can send me a message. Be sure to identify yourself by your name as I cannot always decipher who the student is by the email address.
5. If there is any issue ***or*** you think there may be an issue contact and let me know. Better safe than sorry. I am reasonable and will accommodate anyone who has a legitimate concern or problem.