

Class Operation and Rules for Biology

I. CLASS OPERATION

ONE OF THE STRONG POINTS OF ANY SCIENCE IS THAT IT IS EXACT. ALL INFORMATION CAN BE BACKED UP BY WRITTEN DATA. SCIENCE IS ALSO HIGHLY ORGANIZED AND VERY METHODOICAL. ATTENTION TO DETAILS IS VERY IMPORTANT. DOCUMENTATION OF ALL INFORMATION COLLECTED MUST BE KEPT SO THAT AT ANY TIME THE INVESTIGATOR CAN RECALL THE TIME AND EVENT IN COMPLETE DETAIL. THIS ALLOWS FOR REPEATABILITY OF THE INFORMATION IF DESIRED. THIS PHILOSOPHY WILL BE MAINTAINED THROUGHOUT THIS CLASS AND SPECIAL ATTENTION TO THE METHODS OF SCIENCE WILL BE FOLLOWED!

II. GENERAL CLASS RULES

A. THE FOLLOWING MATERIALS MUST BE BROUGHT TO CLASS EACH DAY.

1. *BLACK LEAD PENCIL & ERASER / BLUE/BLACK INK PEN*
2. *COLORED PENCILS (HONORS ONLY)*
3. *ANY ASSIGNMENT DUE FOR THAT DAY*
4. *YOUR NOTEBOOK (A LARGE 3 RING BINDER / 1.5 TO 2")*
5. *A SIMPLE CALCULATOR WOULD BE HELPFUL (one that can add, subtract, multiply, divide, square and square roots).*

FAILURE TO BRING THE MATERIALS ABOVE MAY RESULT IN LOST CREDIT. THERE ARE TOOLS IN SCIENCE THAT ARE USED FOR SPECIFIC TASKS. ONLY THE CORRECT TOOL GIVES THE BEST RESULT. STARS ARE SEEN BETTER THROUGH A TELESCOPE THAN THROUGH A MICROSCOPE.

B. TESTS, QUIZZES AND LABS

1. *IN GENERAL, ALL TESTS, QUIZZES AND LABS ARE TO BE DONE IN PENCIL. LAB REPORTS WILL BE DONE IN PEN OR TYPED UNLESS OTHERWISE STATED.*
2. *FORMAL WRITTEN REPORTS, PROJECTS AND EXTRA CREDIT MUST BE IN INK (BLUE OR BLACK) OR TYPED (DOUBLE SPACED).*

C. TURN PAPERS IN ON TIME

PAPERS TO BE TURNED IN MUST BE PLACED IN THE HAND IN BASKET ON THE TEACHERS DESK WHEN THEY ARE COLLECTED. CHECK THE ASSIGNMENT BOARD EACH DAY TO SEE IF THERE IS AN ASSIGNMENT TO BE COLLECTED FOR THE FOLLOWING DAY. IF YOU ARE ABSENT YOU CAN GO TO THE WEBSITES BELOW TO KEEP UP-TO-DATE WITH THE CLASS. LATE PAPERS WILL NOT BE GIVEN ANY CREDIT, **ZERO POINTS!!** IF YOUR ASSIGNMENT IS NOT HANDED IN WHEN IT IS COLLECTED **THEN IT IS LATE!!!!** MEETING DEADLINES IS A SCIENTIFIC RESPONSIBILITY. **LATE PAPERS MUST BE PLACED IN MY HAND AND NOT JUST PLACED ANYWHERE FOR ME TO FIND.** YOU MAY EMAIL ME AT rlblanc.mtp@tuhsd.k12.az.us TO LEAVE ME A MESSAGE ABOUT ANY QUESTIONS OR CONCERNS YOU MAY HAVE.

BELOW IS MY COURSE WEBSITE TO CHECK ON ASSIGNMENTS, HANDOUTS, GRADES, AND ANY OTHER IMPORTANT COURSE WORK.

BIOLOGY WEBSITE: <http://pridebiology.weebly.com/>

D.NOTEBOOKS

YOUR NOTEBOOK MUST BE KEPT UP DAILY. THIS IS THE RECORD OF YOUR CLASS ACTIVITIES AND PERFORMANCE. YOU CANNOT DO WELL IN THIS CLASS WITHOUT A NOTEBOOK!!! THIS NOTEBOOK WILL BE CHECKED PERIODICALLY WITHOUT BEING ANNOUNCED. SCIENCE KEEPS ACCURATE RECORDS FOR ACCOUNTABILITY AND REVIEW.

E.HAND OUT PAPERS

BE RESPONSIBLE FOR YOUR MATERIALS. THERE WILL BE MANY PAPERS HANDED TO YOU DURING THIS SCHOOL YEAR. YOU WILL BE GIVEN ONLY ONE OF EACH. KEEP YOUR MATERIALS IN THE PROPER SECTION OF YOUR NOTEBOOK AND NOT JUST PLACED IN THE BACK OF SOME BOOK.

F.SCHOOL RULES

CLASSROOM RULES WILL FOLLOW DIRECTLY AS THEY RELATE TO SCHOOL POLICY AND ARE FOUND IN THE STUDENT HANDBOOK. THIS IS ESPECIALLY TRUE FOR WALKMAN'S, BEEPERS, FOOD/DRINKS, CELL PHONES, BATHROOM PASSES, ATTENDANCE AND ETC.

G.EXCUSED ABSENCES

IT IS YOUR RESPONSIBILITY TO FIND OUT WHAT YOU HAVE MISSED. REFER TO THE POSTED ASSIGNMENT SHEET IN THE CLASSROOM OR ANY OTHER STUDENT'S LOG SHEET. MATERIALS WILL BE GIVEN TO YOU BY ASKING FOR THEM BY NAME. YOU MAY CALL MY VOICE MAILBOX TO RECEIVE THE ASSIGNMENTS FOR THE WEEK.

H.CHEATING

TO CHEAT IS: **'THE FRAUDULENT OBTAINING OF ANOTHER'S PROPERTY; TO ELUDE; DEPRIVE OF SOMETHING EXPECTED; TO PRODUCE MISUNDERSTANDING OR TO PREVENT SOMEONE FROM KNOWING THE TRUTH'**. THIS IS AN AREA OF ACADEMICS THAT THE SCHOOL ADMINISTRATION AND TEACHERS TAKE VERY SERIOUSLY. WE UNDERSTAND THAT STUDENTS NEED OR LIKE TO WORK TOGETHER. THIS PRACTICE IS ACCEPTABLE AS LONG AS STUDENTS WORK INDEPENDENTLY IN WRITING UP THEIR OWN PAPERS. CAUGHT CHEATING CAN RESULT IN ZERO CREDIT, SUSPENSION AND/OR REMOVAL FROM THIS CLASS. IF YOU HAVE ANY QUESTIONS ABOUT WORK THAT IS ACCEPTABLE PLEASE CONTACT A TEACHER.

III. NOTEBOOK REQUIREMENT

EACH STUDENT IS REQUIRED TO MAINTAIN A COMPLETE NOTEBOOK AND LOG OF COURSE WORK. THIS IS TO BE YOUR RECORD OF CLASS ACTIVITIES AND IS DESIGNED TO MAKE YOUR WORK IN THIS CLASS MORE EFFICIENT. THERE IS VERY LITTLE EXTRA WORK INVOLVED WITH THIS NOTEBOOK IF IT IS KEPT UP EACH AND EVERY DAY.

BELOW IS THE FORMAT OF HOW YOUR NOTEBOOK IS TO BE ORGANIZED. ANY FORMAT OTHER THAN THIS ONE IS INCORRECT, FOLLOW DIRECTIONS:

A.TYPE OF NOTEBOOK:

LARGE (1.5 TO 2") 3 RING BINDER, HARD OR SOFT BOUND. NOTEBOOKS ARE KEPT BY THE SEMESTER (18 WEEKS), NOT BY EACH 9 WEEKS.

B.NOTEBOOK SECTIONS:

YOUR NOTEBOOK MUST BE DIVIDED INTO THE FOLLOWING SECTIONS LISTED BELOW, AND MUST BE LABELED WITH TABS.

1.SECTION 1: CLASS OPERATION RULES AND DIRECTIONS

THE ONLY INFORMATION THAT WILL BE PUT IN THIS SECTION ARE THE PAPERS GIVEN TO YOU INFORMING YOU OF THE OPERATION OF THIS CLASS AND METHODS OF DOING SOME PROCEDURE. NO NOTEBOOK PAPER IS TO BE PUT IN THIS SECTION.

2.SECTION 2: DAILY LOG

EACH DAY YOU COME INTO CLASS, CHECK THE ASSIGNMENT BOARD AND WRITE INTO THE LOG THE DAY'S ACTIVITIES AND DUE DATES. THIS SHOULD BE COMPLETED BEFORE THE BELL RINGS STARTING CLASS. USE BOTH SIDES OF YOUR NOTEBOOK PAPER AND ADD PAPER ONLY AS NEEDED.

EXAMPLE: *(make sure to include the quote of the day)*

<u>DATE</u>	<u>DAY</u>	<u>ACTIVITY</u>
8/28	TUES	ORIENTATION, HANDOUT OPERATION MATERIALS
8/29	WED	READ CHAPTER XX, OUTLINE QUESTION A-Z AND COMPLETE THE REVIEW QUESTIONS ON PAGE XX.. DUE 9/2
8/30	THURS	HAND IN QUEST. A-Z, CHAP. XX

3.SECTION 3: RECORD OF POINTS AND ASSIGNMENTS

THERE WILL BE A STANDARD SCORE SHEET THAT WILL BE GIVEN TO YOU THAT MUST BE PLACED IN THIS SECTION. THIS MUST BE KEPT UP TO DATE EACH TIME AN ENTRY IS MADE. THIS WILL REQUIRE SOME ADDITION AND SOME DIVISION.

A MASTER COPY IS ALSO POSTED IN THE CLASSROOM WHICH IS A DUPLICATION OF WHAT SHOULD BE IN YOUR NOTEBOOK. ONLY WRITE THE GRADE IN YOUR POINT SHEET WHEN IT IS RETURNED TO YOU. CHECKS AND INCOMPLETE ASSIGNMENTS ARE RECORDED AS A ZERO. AFTER EACH ENTRY THE ARITHMETIC MUST BE COMPLETED OR YOUR SCORE SHEET IS INCOMPLETE.

THE ACTUAL PAPER THAT IS POSTED IN THE SCORE SHEET MUST BE FILED IN BACK OF THE SCORE SHEET. YOUR SCORE SHEET HAS AN ASSIGNMENT NUMBER BOX, WRITE THE ASSIGNMENT NUMBER AT THE TOP OF YOUR PAPER WHEN IT IS RETURNED TO YOU. FILE EACH ASSIGNMENT IN NUMERICAL ORDER 1, 2, 3 ETC. BEHIND THE MASTER SCORE SHEET.

4.SECTION 4: CLASS NOTES

THIS IS THE SECTION THAT REQUIRES STANDARD NOTEBOOK PAPER (8 1/2 X 11, COLLEGE RULE, WHITE).

ANY CLASS NOTES, OUTLINES, STUDY GUIDES, ETC. MUST BE KEPT HERE IN CHRONOLOGICAL ORDER WITH THE NEXT DATED ITEM IN BACK OF THE LAST DATED ITEM.

NOTE: ALWAYS PUT THE DATE ON ANY PAPER PLACED IN YOUR NOTEBOOK!! YOUR LOG WILL ACT AS AN INDEX FOR YOUR NOTEBOOK IF YOU DO THIS. YOUR NOTEBOOK IS SUBJECT TO EXAMINATION WITHOUT NOTICE. IT IS EXPECTED THAT IT WILL BE KEPT UP TO DATE EACH DAY INCLUDING THE CALCULATIONS NEEDED IN SECTION 3 (RECORD OF POINTS). PLEASE NOTE: *(This is continued on the next page.)*

THERE WILL BE NO EXCUSE FOR NOT HAVING A NOTEBOOK, IN ORDER AND UP TO DATE EACH AND EVERYDAY OUR CLASS MEETS. THIS IS THE LEVEL OF CONSCIOUSNESS REQUIRED IN THIS CLASS OF SUCCEED.

IV. EXTRA CREDIT

BIOLOGY 1 – 2 STUDENTS ONLY: PRIOR TO DOING ANY EXTRA CREDIT, THE APPROVAL OF THE TEACHER IS REQUIRED. USE THE EXTRA CREDIT FORMS AVAILABLE IN THE CLASSROOM OR AT THE BIOLOGY WEB SITE FOR THIS PURPOSE. THERE ARE MANY CLASS ASSIGNMENTS GIVEN FOR EXTRA CREDIT AND ARE INDICATED ON THE BOARD AS SUCH.

V. GRADING SYSTEM

SEE THE HANDOUT: REQUIREMENTS AND GRADING FOR CHEM/PHYSICS.

VI. POINT SHEET POSTING (SECTION 3 OF NOTEBOOK)

BELOW IS A SAMPLE OF THE RECORD OF POINTS AND ASSIGNMENT SHEET THAT YOU ARE REQUIRED TO KEEP UP TO DATE IN SECTION 3 OF YOUR NOTEBOOK. FOLLOW THE EXAMPLE AND POST YOUR SHEET IN A SIMILAR FASHION.

EXAMPLE:

NO.	DATE	ASSIGNMENT	POINTS EARNED	TOTAL POSSIBLE	TOTAL EARNED	GRADE
1	9-17	CHAP.1 READ GUIDE	75	100	75	0.75
2	9-19	CH.1 LAB	50	175	125	0.71
3	9-20	FILM SUMMARY	20	195	145	0.74
4	9-22	QUIZ 1	45	250	190	0.76
5	9-23	CHAP.2 READ GUIDE	50	325	240	0.74
6	9-25	ORAL REPORT	90	425	330	0.78
7	9-26	CHAP 1-2 FINAL	67	495	397	0.8
		EXTRA CREDIT			10%	0.9

VII. BIBLIOGRAPHICAL INFORMATION

IF SOURCES ARE USED WHEN YOU COMPILE INFORMATION, THE BIBLIOGRAPHIC INFORMATION MUST BE GIVEN. MLA FORMAT IS REQUIRED WHEN LISTING YOUR RESEARCHED INFORMATION. FAILURE TO DO SO COULD RESULT IN NO CREDIT OR A REDUCTION IN POINTS.

VIII. FILMS

FILMS ARE NOT FOR YOUR ENTERTAINMENT THEY ARE FOR ENRICHMENT. THEY ARE WINDOW THROUGH WHICH WE MAY SEE SCIENCE AT WORK AND IDEAS IN ACTION. THEY EXPAND THE LIMITS OF OUR CLASSROOM.