

BIOLOGY 300

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CLASS POLICIES, RULES, REGULATIONS AND RUMINATIONS

Behavioral expectations: Each individual is expected to do their share to promote an atmosphere conducive to learning in the classroom. Everyone is expected to abide by the rules of the school and those of common courtesy in dealing with one another.

In particular it is expected that both the teacher and students will:

1. Be prepared to participate in each day's lesson
2. Be on time
3. Be respectful of the classroom and laboratory space
4. Complete all assigned work to the best of their ability
5. Observe safety rules and accurately follow laboratory procedures.

Science Notebook: Although the idea of requiring that you use a notebook that satisfies a series of bizarre regulations (100% post consumer recycled paper, college ruled with an azure blue cover made of fire retardant material bound with a left hand spiral of steel not exceeding .2 millimeters in thickness) I will forgo my own amusement... for now. Instead I will encourage you to use a 3 ring binder as it will allow you to add and remove materials easily. I will assume that you know to fill part of your binder with notepaper and move on to suggesting that you designate a separate section of your binder for storing every completed assignment (lab reports, handouts, notes, homework). You may organize them however you choose but I recommend that you organize them sequentially by date and topic. All papers should be kept until the final exam. Keeping all of your papers and notes in one place will help you prepare for regular exams as well as your midterm and final. Occasionally errors occur in the grading program (I certainly don't make mistakes so it must be the machine :o) by keeping your work you have the evidence necessary to petition for a correction to your grade.

Your semester grade is computed according to the Science Department's policy

40% Marking Period 1 + 40% Marking Period 2 + 20% Semester Exam = Final Semester Grade

Grading Policy: There are four major ways by which I assess student progress: Exams (Tests/Quizzes), Homework, Laboratory Worksheets/ Reports and Research Papers/Presentations.

Access to Grades: Marking period grades are determined by taking the **total number of points** accumulated during each marking period and dividing them by the total possible points offered. I will post class grades weekly using the last five digits of your textbook barcode as your secret id number. I will hand out individual grade reports once a month or after a major test or project. Students will also receive weekly grade reports via your DHS email account. You may ask to discuss your grade at any time (just don't disrupt class to do so). The adult(s) responsible for you may also register to access your grades, attendance files and homework via Parent Connect on the Darien Public Schools website.

Ultimately it is *your* responsibility to keep track of *your* grade.

Tests and Quizzes will be based on readings, class notes, audio-visuals, guest speakers, field trips, and lab work. (if it took place in class it's fair game)

- Tests will be announced at least three days in advance.
- Tests will usually be worth 130 – 160 points
- Most quizzes will be announced ahead of time. I try not to give quizzes on Mondays or Fridays although it may occasionally be necessary to do so.
- Quizzes will usually be worth 40 – 80 points

If you are excused from class on the day of a quiz or test you will be expected to take it on the day you return to class (extensions will be given to those with long term absences).

If your absence is not excused you will receive a zero for that assignment.

Laboratories: Labs are an integral part of this course as the scheduling of two additional class periods every eight days should indicate. Labs will not always fall on lab days. We may perform labs during any of the periods we meet. During all labs you will be expected to follow all the rules outlined in the Safety Contract you will receive, sign and return. Noncompliance with the safety rules and/or lab procedures will result in your removal from the lab and **NO CREDIT** will be given for that assignment. Labs stations must be cleaned up before you leave class or you will not receive full credit.

Lab Reports can be either formal or informal. Formal lab reports will always be due one week after the completion of the lab activity. **Lab reports will not be accepted late.** Students are strongly encouraged to turn in their labs before the due date.

Group Projects/Presentations: Throughout the year you will have the opportunity to work in groups on projects. These projects will range from creating functioning models of organisms to genetic research. There are no excuses for not presenting your project on time, particularly when you have worked in a group. It is the **responsibility of all group members** to make sure **all materials** are ready. Assignments like lab reports and large projects will not be accepted late without severe penalties.

FYI: Severe (adjective) se-vere: defined as harsh or dangerous usually causing great discomfort.

Homework assignments will vary and may include everything from answering book questions to collecting biological samples. You may type or handwrite you homework but you must use the following header format for turning in it in. In the top left or right corner write your:

Name – Period #

Assignment Name (if it's book work please write the page # and question #'s)

Date

All assignments must be placed in the IN BIN (sometimes labeled "To be Judged") located to the right of the storage room door. I will not personally collect your work. It is expected that you will hand your completed work in at the start of the period before we start taking notes for the day.

Many assignments may be submitted by email or website...if you chose this method to send me work it is up to you to make sure you receive a confirmation message as the school spam and virus filters sometimes eat messages. Extra time will not be given for assignments that are lost to the internet.

As the Otterspoor is on a special diet you should NEVER place your work on my desk or in, on or around my folders. Particular care should be taken to avoid the folder labeled "to be burned."

Effort Points: I do not include a classroom participation grade each marking period because I cannot objectively measure your individual levels of daily participation (especially after the principal took away my effort detection devices claiming the electrodes were a safety issue...). However I do give extra points on assignments that display extra effort (a purely subjective decision that your work was beyond what I expected).

I know that as high school students you have many responsibilities outside of our classroom that may occasionally impact your ability to hand in homework on time. I believe that if homework is to have any value it must be thoughtfully completed, therefore I will accept most **homework assignments** up to three days after its due date with no penalty. Homework assignments with a **DUE BY** date are excluded from this “three day rule” and are due in class by that date. Work received after three days will receive half to no credit at my discretion. Any work not turned in by the chapter quiz/test will receive no credit. After the quiz/test all missing assignments become zeros. Abuse of this policy will result in a more “traditional” approach to grading homework.

The five points earned on a homework assignment are treated the same as five points earned on a test, there are just more points on a test. Completed homework that was turned in on time may be returned to you with suggestions for corrections. You may redo all on time homework assignments until they receive full credit. As with all homework you may not turn in a “fix” after the quiz or test.

Cheating: Cheating is not accepted in any form and will result in the loss of that assignment to the botany compost pile. See the student handbook for the DHS policy on cheating.

Plagiarism: Plagiarism is the improper use of another person's writing or ideas. It can be as subtle as the inadvertent omission of quotes or proper references when citing a source or as blatant as knowingly copying an entire paper verbatim and claiming it as original work.

The Beard Shall Know No Mercy for Cheaters

Submitting Papers Online: I will ask you to submit written assignments to www.TurnItIn.com from time to time. This website enables me to compare your paper to those of your classmates, students in other classes and schools, papers written in previous years and those available for download off the internet. Turn It In also automatically checks your paper against the internet to verify your sources.

You will be expected to submit your work by the assigned date and hour for it to be considered on time. If you have trouble submitting your work from home, try using the library. If you still are unable to upload your paper bring it to school **the day before the due date** on your removable media of choice. Remember we live in PC based school... so keep your apple floppy disks to yourself.

Turnitin.com accounts will be setup in your English class.

Extra Work: I do not give, offer or otherwise accept extra credit projects. In my own, very bearded, opinion, extra credit projects are for wimps. As none of my students fall into that category I rest calmly at night knowing that you will not ask me if you can make some lame poster at the end of the semester to increase your grade. HOWEVER I do realize that such is the caliber of my students that they often find themselves lying awake at night wishing that they had MORE biology homework to do. Well fret no more! Available via www.otterspoor.com are the **Biology Questions of the Week**. If you do not have an Internet connection or computer at home, use the computers in the school or town library.

Each video features a question or task that should help increase your level of mastery in the biological arts. The questions of the week are not required. If you successfully complete the question's requirements you will be rewarded with the point value for that particular assignment (they vary depending on difficulty) thereby increasing the total number of points you have completed and increasing your average. Should you incorrectly answer the question you will receive your paper back with hints (you cannot lose points trying the Extra Work problems)

Attendance Policy: The Biology attendance policy is in compliance with the Science Department policy as well as the DHS attendance policy. Absences exceeding 11 class periods for any one quarter will result in no credit for that quarter. A lab day counts as a two period day.

YOU WILL RECEIVE NO CREDIT FOR WORK MISSED ON UNEXCUSED ABSENCES

Each unexcused absence (cut) will result in reducing the quarter grade by 3%. The third unexcused absence will result in loss of credit for that quarter (X). Every 3 unexcused tardies will accumulate into one unexcused absence. Each tardy will result in the loss of 1% per quarter. The automated attendance system will send out notifications of your attendance infractions. Just because I didn't scold you for being late doesn't mean that my swift mouse of justice did not click your name as tardy.

Lost Book Policy: Textbooks that are lost or damaged must be paid for with a check made out to the Science Department (books cost about \$80). It is the student's responsibility to secure the text against abduction, loss or damage. Your name should be written, using indelible ink, on the inside front cover of your book to facilitate its speedy return should you become parted. See your copy of "This is my Book" for more details.

Clothing: As part of this class we will often find ourselves examining, touching, moving or otherwise coming in contact with dirt, chemicals, ooze, living and preserved biological materials. You may wish to exercise prudence when selecting your clothing and footwear on lab days.

Extra Help: I am available before school (I usually arrive around 7:00) after school (I stay after until at least 3 most days) and during my free periods. If you need to meet with me please talk to me before or after class to make sure that I know you are coming (I occasionally have meetings and other obligations to attend before, during and after school). I will also answer questions when possible by email or AIM. I will announce AIM question and answer times in class (AIM chats are usually the night before a test, but never during Heroes, Dirty Jobs, Lost or 24)

WWW.OTTERSPOOR.COM

(aka: www.darienps.org/teachers/otterspoor)



Class materials including copies of homework sheets, grading rubrics, key vocabulary, and One Page study guides.

Otterspoor.com offers exclusive online only review quizzes, podcasts, copies of selected board notes, lecture outlines and play lists.

Need more Otterspoor? Don't worry with the Otterspoor Podcast- available via iTunes and my website you can take my words of biological knowledge with you.

Otterspoor.com is the exclusive distributor of the Otterspoor logo and the Danger BeardedMan line of apparel.

Want extra points? Why not watch me dance around a fire, climb the Eiffel tower or run after a bus in New Zealand?

The questions of the week (QOWs) can only help your grade and they contain vitamin C.



Laboratory Safety Agreement

I, _____, agree to abide by the following laboratory safety regulations whenever performing a biology investigation. I also understand that failure to do so will result in my removal from the lab during the remainder of the lab period and one hour of after-school detention. If I am removed from the lab I understand it is my responsibility to make-up any work that was missed.

I will

1. use the science laboratory for authorized work only.
2. remove contact lenses and wear safety goggles when instructed to do so.
3. know the four classes of chemicals (toxins, flammables, reactives and corrosives) and control measures.
4. study the laboratory investigation before coming to lab. (If in doubt of any procedure, I will ask my teacher.)
5. know how to use the safely equipment provided and know the location of the fire extinguisher, eyewash station, safety shower and safety blanket.
6. refrain from any pushing, shoving or other horse-play in the laboratory.
7. stow my backpack away from the aisles and bring only my data sheet and book into the laboratory area.
8. in case of fire, alert the teacher and leave the laboratory.
9. carefully check for the presence of any ignition source before using flammable materials such as alcohol or acetone.
10. notify the teacher if glass is broken. I will not attempt to pick it up myself
11. report any incident, accident, injury or unsafe procedure to the teacher at once.
12. never taste, touch or smell any substance unless directed specifically by the teacher to do so.
13. handle chemicals carefully. check the label of every bottle or jar before removing contents, and never return unused chemicals to reagent bottles.
14. when heating a substance in a test tube make sure that the mouth of the test tube points away from other people and myself
15. use proper equipment to handle hot glassware.
16. tie back long hair, remove dangling jewelry and hats, roll up loose sleeves, tuck in loose clothing and wear closed toe shoes.
17. at the end of the lab clean the work area. Wash and store all materials and equipment, turn off all water, gas and electrical appliances.
18. wash my hands thoroughly with soap and water before leaving the laboratory.

Student's Signature

Date

Parent or Guardian's Signature

Date

OVER→

Academic Updates Signup

I participate in Parent Connect <<http://parentconnect.darienps.org/>>. This web based utility allows you to track your student's attendance, academic progress, and view future assignments for all of the participating teachers' classes. All information in Parent Connect is taken directly from my electronic grade book on a 24 hour delay. You must register to receive a password in order to access parent connect. More information is available on the DHS website under the parents tab.

Additionally I use the electronic grade book, IGPro, which allows me to email student progress reports. The progress reports will display the individual grades for all assignments, due dates for upcoming assignments, as well as your child's current overall grade. Your child will be receiving the same updates through their school email address. I would like to know if you would like to get updates via email. DHS will still send out progress reports in the middle of each quarter. I usually email grade reports about every other week (and always after big projects, tests or near the end of the quarter).

Please check the appropriate box and sign the bottom of the form as verification you have read this

Yes, I would like to be sent updates via email.

Email address: _____

Name to address email to: _____

No, I would not like to be sent updates via email

Parent Name: _____

If you would like to provide me with your email address to facilitate communication (but you do not want to receive grade reports) please do so here:

Email address : _____

Parent Signature: _____

Feel free to contact me with any questions.

Thank you,
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