

BIOLOGY

CLASS PROCEDURES

MT. ANTHONY UNION HIGH SCHOOL

Mr. McGinness

Welcome to Biology, an exciting exploration into how biological organisms function! You can expect to have homework at least three times a week. Assigned homework may consist of, but not be limited to, textbook reading and written work, journal writing, technical reading and writing, long-term projects, or research.

The **Grading System** for this course is numerical. Grades are **cumulative** throughout the semester. Class lab experiences, tests, quizzes, class discussion, homework, projects, notebooks, and preparedness will be graded by a point system. Late work is not accepted unless **previous** arrangements have been made with the teacher! It is *much* easier to maintain a grade than to improve one, so please keep up with your work. Your final grade for this course will be calculated as follows.

$$\text{COURSE GRADE} = (\text{SEMESTER GRADE} \times .80) + (\text{FINAL EXAM GRADE} \times .20) \times 100$$

The following items are required and must be in class each day unless directed otherwise. **If you do not have these items in class, you will not be able to do the work and cannot be given credit.** You may leave these materials in the classroom if you like.

1. A notebook (three-ring binders are preferable)
2. A pen—required for all **written** work. I encourage you to type your work, but neat handwritten work is entirely acceptable. (*Illegible work will not be graded!*)
3. Pencil—required for all **lab work and problem solving**.
4. Textbooks, unless told otherwise. **Books must be covered!** Points will be taken off your weekly grade if your book is not covered.

The following class procedures are not intended to intimidate you but are meant to help you understand the expectations for this course. I look forward to working with you. Hopefully, you will have a rewarding and worthwhile experience. If ever you do not understand the subject matter or a procedure followed in class, please ask for extra help; I will gladly assist you!

Class begins promptly at _____ and ends at _____. When class is to begin, you should be **in** the room preparing for the class activity to start. Directions for class activities are given at the beginning of class, so you will miss them if you are late. If you are **tardy** you **must have a pass** from a teacher, nurse, or whoever kept you. If you do not have a pass, you may expect disciplinary action as outlined under school policy.

NOTE: The nurse's office and the guidance office have **specific sign-in and sign-out policies** that are closely followed. If you are sick you should report to the nurse's office. Being in the restroom, for whatever reason, is **not** the nurse's office, guidance office, or main office and will not be considered a valid excuse.

If you are legitimately **absent** you must **obtain a pass before the beginning of first block**. This pass can be obtained at the school's main office and must be presented to **each** of your teachers at the beginning of each class. If you cut class, you can expect disciplinary action as outlined under school

policy and will receive a test grade 0 for the day missed. **All** assignments for that day will receive a grade of zero.

If you arrive at school after the class has met, you are responsible for the work missed plus the next day's assignment. You must also have a pass for the missed class, so **hold on to the tardy pass you receive from the office**. If you leave school early for an appointment or due to illness, **be sure to hold on to your pass** as you must present it to me the next day. Also, if you leave school early for a sports activity, etc., you are responsible for the work missed. Since each class is 90 minutes, we will cover a lot of material. You should be absent only when it is absolutely necessary. All work missed while absent must be completed within **5 school days** after returning unless special arrangements are made. No work will be accepted after the fifth day back.

GOGGLES must be worn if you are performing an experiment involving chemicals, moving objects, machines, or simply observing another person working. Aprons are available to protect your clothing if you so desire.

NOTE: This is an issue of safety. If you are found in an area or situation requiring eye protection and you are not wearing goggles, you will be excluded from the activity and given zero (0) credit for the work.

We have access to the Internet in the classroom. The Internet is for **class related activities only**. No chatrooms, e-mail, web-mail, games, music, or otherwise unrelated sites. If you are found in areas not related to what is being studied without permission, **you will lose your computer privileges! You are responsible for ALL activities performed on your account, so protect your password (do not give your password to anybody else) and be sure to log off** when you are finished using the computer.

UNNECESSARY BEHAVIOR WILL NOT BE TOLERATED

Do not wander around the room during class unless you are on task. Do not open cabinets, drawers, or touch equipment unless directed to do so. **You are held responsible for all materials and equipment damaged through your actions. NO FOOD OR DRINK is allowed inside OR outside the classroom; this includes candy and soda.** You may have a water bottle in class.

You are responsible for all missing materials. If you lose a book, lab book, or notebook, report the loss immediately. Your textbook costs \$80.00. Be careful where you put your books because you may not see them again, and **you** are responsible for their replacement. (The school withholds all grades until textbook obligations are met.)

Extra Credit: You may do extra work on a related subject that interests you. However, extra credit can be done only if your regular work is successfully completed first. **Extra Credit** cannot be used to raise a failing grade to a passing grade. If you do not understand some of the material, it would be more useful to come for extra help.

GOOD LUCK! I'm looking forward to this semester!