



# Biology Procedures and Policies

## Mrs. Kohli - Fall, 2009



### Procedures:

- Come prepared to work. You should always have paper, a pen or pencil, a devoted spiral for notes, and a folder to store work and handouts in. A calculator and colored pencils are strongly recommended.
- Although you won't be marked tardy if you are present in room, you are expected to be seated, silent, and working on the Bellwork when the late bell rings. I take attendance at this time, and it is difficult to be accurate if you are not in your assigned seat. You should remain seated for the remainder of the period unless instructed to move. If you need to leave your seat for some reason, please raise your hand for permission to do so.
- Pencils should be sharpened before the bell, not during class. If your pencil breaks during class, please raise your hand and I will give you a hand-held sharpener to use.
- We will be using the computer lab during the semester. Be sure that you have a password to access your student folder and the computer network.
- It is difficult to learn material when you are not in the class, so you should plan restroom breaks between class periods. I usually turn down requests to leave, so please only ask if it is an emergency. In those situations, try to wait for a convenient time (such as between activities) to ask for a pass.
- Arrive at class as early as possible following an absence, to allow time to record missed work before the late bell. Check the **Absence Folder** for makeup work. Find the folder for the date you were absent. A sheet in the folder will detail the assignments you have missed. Be sure to leave the sheet for the next person. If you have missed any notes, you will need to get them from a classmate, or come in before or after school to copy them.



- The bell does not dismiss you, I do. This means that I will let you know when it is appropriate to pack up your belongings, and will ask that you take this time to make sure that you leave the room how you found it. A garbage can is located by the door at the front of the class, and recycling bins are located by the rear door. **Please remain seated until you are dismissed.**



### Bellwork:

- Bellwork will be displayed on the projector. It must be answered in **complete sentences**, and **completed within the first few minutes of class** to receive credit.



- Your answers should be dated, and kept on the same sheet(s) of paper until it is collected. If you are absent, write the date of your absence, and the word "ABSENT" on your Bellringer for the missed day.

### **Professionalism Points:**

- A maximum of ten points of participation credit will be awarded each week based on skills valued by employers. These points are known as Professionalism Points.
- Professionalism Points are broken into two categories: Involvement and Attitude. Involvement is a measure of whether or not students are actively engaged in their responsibilities - asking questions, taking notes, performing labs as directed, completing Bellwork, etc. Attitude measures respect toward classmates and maintenance of a clean work environment.
- For each category and each week, points are awarded as shown in the chart below:

	5 points	4 points	3 points	2 points	1 point
Displays appropriate Attitude/Involvement	Always	Usually	Sometimes	Infrequently	Rarely

- Total scores of five points or less in any week will result in a parent contact.

### **Assignments:**

- All papers should be labeled with your full name and seat number in the upper right hand corner.
- Homework is due in the bin next to my printer at the beginning of the period. You will be given one emergency pass each semester that will allow you turn in an assignment late without penalty. These passes are located at the end of this packet and **are only valid when this packet has been signed by both you and your parent or guardian.** Once you have used your pass, late work will not be accepted for credit. **Late passes expire the week before final exams.**
- If you do not have your homework for some reason, you must fill out a red slip explaining why you do not have the assignment. The red slip will not give you credit for the assignment, but it is required as part of your class participation and for my records.
- If you have been absent, you have one day for each **excused** absence to make up assignments, quizzes, and tests. If an assignment was due on, or scheduled for the date you were absent, it is due on, or scheduled for the date of your return.

### **Grading:**

- All graded assignments will be passed back on a regular basis. You should have a devoted folder to store class materials in. Tests and quizzes will be collected again after you have had time to review them.
- Assignments, activities, and exams are assigned a point value, based upon the difficulty level and amount of effort required. Your grade is the percentage of points you have earned out of the total number of points you could have earned.
- Grades will be posted on a weekly basis by student ID number.





## **Safety in the Laboratory:**

- *Students will not be allowed to participate in labs that require goggles and safety equipment without first returning a safety contract signed by both the student and a parent or guardian. This contract will be kept by Mrs. Kohli. Irresponsible lab behavior will result in immediate referral.*

## **Textbooks:**

- *Students will each be assigned a textbook. This book may be taken home, but it is your responsibility to have the book in class on a consistent basis. Many students elect to leave the book in the classroom the majority of the time, and this is acceptable. Damage or loss of any textbook will result in a fine of as much as \$71.97 (the cost of replacement). The textbook may be accessed online, and older editions are available to check out and take home if desired. Register online at <http://www.pearsonsuccessnet.com> using the class access code **4671C6B6CABDA9731008***



## **Class Policies:**

- 1) *Respect other people and their property.*
- 2) *Use your time wisely.*
- 3) *Arrive prepared.*
- 4) *Ask questions.*
- 5) *Give your best effort at all times.*

## **Rewards and Consequences:**

- *Choosing to violate the Class Policies will result in these steps:*
  - Step One:** *You and I will have a conference. Possible additional penalties may apply, depending upon the infraction. Serious violations will bypass the step consequences, and result in immediate office referral.*
  - Step Two:** *Your parents and I will have a conference.*
  - Step Three:** *You and the administration will have a conference.*
- *If you earn an "A" on a test, you will receive a homework pass that will excuse you from any ten-point assignment.*
- *Unused late work passes may be exchanged for extra credit at the end of the grading period. Extra credit is only available if all assignments have been turned in.*

## **Contact Information:**

**E-mail:** [kkohli@buhisd.org](mailto:kkohli@buhisd.org)

**Classroom phone:** (623) 327-2504

**Class webpage:** <http://www.buhisd.org> - Select "Estrella Foothills" from the "Our Schools" menu at the top of the page. Select "Teachers" from the menu on the right. Select "Kristen Kohli" from the Science section. The link to the class webpage is halfway down the page, and can be bookmarked for future use.

**Extra help** is available before school, after school, and during lunch by appointment.



