

GUIDELINES FOR SUCCESS IN INTRO BIO

Classroom behavior and attitude

1. By far and away the most important classroom behavior is to treat all others in the room with courtesy and respect. How do you wish to be treated? Treat others using that guideline.
2. Get involved - not only just in the class, but in the school as a whole. Class is a lot more interesting and school is a lot more fun if you make a commitment of time and effort to yourself and others.
3. Welcome challenges. We won't be asking you to do anything we don't think you can handle, but we will be asking you to push yourself. You are capable students or you wouldn't be here, so have high expectations for yourselves!
4. "Nothing great was ever accomplished without enthusiasm!" (Ralph Waldo Emerson)
5. Arrive on time to class. It is a courtesy to all others in the room that information does not have to be repeated.
6. Let others speak without interruption, whether it be the teacher or a fellow student. If you think of a question you would like to ask that is related, quickly jot it down and ask at the next logical break. (Also, keep listening! Sometimes your very question will be answered in the next sentence!) Use the same procedure for comments you would like to make that are related.
7. When assigned to work in small groups, work cooperatively and supportively with one another.
8. Take responsibility for your own work. It is far more honorable to acknowledge that you ran out of time to do an assignment than to copy someone else's work or to suggest that you "forgot" it when in fact it's undone.
9. All of us have bad days now and then, including teachers. We will work very hard to avoid imposing our bad days on you. We expect the same from you.
Keep your troubles from affecting the whole class in a negative way.
10. Respect community property that is not yours and the cost of our materials and equipment. Help maintain them by using the wastebasket, by not writing on the tables, by discarding gum by wrapping it in a scrap of paper before tossing in the wastebasket, and by following all directions carefully.

Basic Study Skills

1. Write down all of your assignment details in one assignment notebook, even when a calendar is provided. At the end of the day, look at your record for all of your classes so you know what to take home.
2. Listen in class to all announcements, instructions and information. Concentrate with both your ears and your brain! (If you are successful in this, you won't be able to talk with your neighbors at the same time because you'll lose that concentration.)
3. Use a 3-ring binder rather than a spiral notebook. This will enable you to add handouts to the notebook so that all materials from one chapter can be kept in the same place.
4. Take notes. Each day of notes should be dated and follow immediately from the previous day. It is of no help whatsoever to jump around randomly! (We will talk further about styles of note taking that can be most helpful.)
5. Come to class prepared. Bring your book, 3-ring binder with its included materials, and writing utensils.
- ***6. Turn in your assignments when they are due, not late. All late assignments will count as zero, but will still be collected and corrected so that you have them for future study. If you have attempted the work and really

don't understand something, ask us about it immediately, that same day! Being stuck on one or two questions is not worth a huge grade reduction! (We understand that on rare occasions, extenuating circumstances might prevent you from completing your work on time. It is essential that you consult with us as soon as possible; we might be able to allow a one-day extension.)

***7. When assignments, quizzes, tests, etc. are returned to you, add them to your 3-ring binder in sequential order, keeping all of the materials from one section or chapter together. This will make your study materials easy to assemble before each test.

***8. Prepare your homework reading before class, for the day it is assigned. If no worksheet was assigned, either make a vocabulary list with definitions and jot down key themes, labeling your work with chapter and page numbers; or create a concept map of the material. This way, you will get the most out of the class discussion on that material and can avoid feeling lost.

***9. When you have questions or difficulties with the class, see us immediately! Don't put it off! We find working with our students one-on-one a favorite part of our jobs, so take advantage of that! Mrs. Friedlander has free B and D Periods. Ms. Lamphear has free D and F Periods. We are also free many lunches and some days after school. Please feel free to seek either of us out for assistance. Athletes can make good use of home-game days when there is a little extra time after school compared to practice days.

NOTE: These four items (6, 7, 8, and 9) are the keys to success in Intro. Bio.: STAY ORGANIZED, DO THE HOMEWORK EVERYDAY, AND ASK FOR HELP WHEN NEEDED!**

Absences

1. If you know ahead of time that you will miss class, e.g. for athletics or for an appointment, you must turn in the work before you leave. If you will miss a lab or a test and have a Study Hall or free another time that same day, you should do the work then. It's easiest if you join another class.
2. Responsibility about making up all missed work, including labs, important lecture notes, etc., falls on each of you. Do it as promptly as possible. (In Intro. Bio. it is permitted to xerox another student's notes for classes you may have missed. It is essential that you do so only with his/her permission.)
3. You have the same number of days to make up your work as you were absent. Thus, if you are out for two days, you have two days to take any test or quiz you missed or get in any written homework that was due.
4. Beware! If you are gone just one day and an announced test was given that day, you will be expected to take it the day you come back.
5. Assignments are available by calling the front desk, by using the assignment calendar given out in class, and by checking your Edline page for Biology. If you are able, keep up with at least some of your work while you are away. You may also e-mail us directly:
<mfriedlander@greenhillsschool.org>
<dlamphear@greenhillsschool.org>
6. **WE** are the most reliable source of information about what you missed! We have a much different perspective on what was important than your classmates might!

Written assignments

1. Write neatly and use dark (blue or black) ink or DARK pencil. **NO RED, GREEN, PINK, ETC. PLEASE!** Word-processed work is also always welcome.
2. Use standard ring binder paper (8 1/2" X 11") rather than spiral notebook paper (i.e., no frizzy edges!). In the upper RIGHT hand corner record your first and last names, the date, and the class period.

3. Don't tear the paper out of the notebook. Always open the rings to remove it so you can then return it.
4. All parts of an assignment should be NEATLY stapled together in the upper left corner when you turn it in, with papers in appropriate order. Organize your work before coming to class. (A stapler is available in the room.)
5. If the assignment involves a separate, detached ditto (like a lab handout or question sheet), staple that handout on top, with your sheets of answers or lab write-up after the ditto.
6. If you make an error on a handwritten paper, a single line through the words or phrases to be deleted is sufficient. Try to avoid large blobs of ink or erasures that tear the paper or smear. Or, if you prefer, ERASABLE pens allow you to present neater papers with no scratch-outs.
7. When you answer questions, make sure you have answered all parts of the questions. Some answers require responses from 2 or 3 questions that are related.
8. **Always look on the back of printed pages** so you do not miss a whole page of questions.
9. If there are worksheets that refer to the textbook, use the book. Read it carefully. Don't stop working if you cannot find an answer instantly. Stick with it! Some questions are also "thought" questions, to be answered using your own insight after doing the reading. These are not directly answered by the text.
10. Make your written answers as specific as possible. Use specific terms and examples. Don't start any sentences with "it".
11. Make sure you have read the directions carefully and followed them exactly.

Grades and Grading

1. Your percentage grade is based on the number of points you have earned divided by the number of points possible. (If there is to be any significant variation from this procedure, you will be told at the beginning of the marking period.) Most marking periods, the number of points assigned to homework of various kinds is somewhat greater than the number of points assigned to tests and quizzes. This means that doing the homework and turning it in is very important!
2. Among the grades making up the test/quiz portion will be section and chapter tests, quizzes on lab procedures or on lab results and conclusions, quizzes on required reading, etc.
3. Among the grades making up the "other" portion will be write-ups of labs, short papers, reading guides & worksheets, checks of chapter packets, checks of class notes, occasional class activity grades, etc., and several extra credit options.
4. Extra credit will be included every marking period and will be equally available to all students who have completed all of the required work. When well-done, it can improve an overall marking period grade by as much as 3%. Some of the extra credit will be based on current readings taken from a variety of periodicals, and some will be spontaneous based on special events in class. (As a matter of school policy, we are not permitted to give special extra credit to only a few individual students.)
5. If for any reason you need a grace period for homework or making up a test/quiz after an absence, speak with me as soon as possible. You'll make a far better impression (and thus more likely consideration) with a prompt and courteous request than by waiting until the last minute.

**A REMINDER TO EVERYONE:
THE KEYS TO SUCCESS FOR INTRO. BIO. ARE**

******DO YOUR HOMEWORK EVERY DAY AND TURN IT IN******

******KEEP YOUR MATERIALS ORGANIZED AND IN YOUR 3-RING BINDER******
******ASK FOR HELP/CLARIFICATION AS NEEDED******