

EXPECTATIONS/RULES

MATERIALS

The following materials will be needed, every day, in class. Failure to bring materials may result in punitive action.

1. Notebook - This will be specifically for this class.
 - A. The student copy of these rules/expectations and the class syllabus. These will be checked from time to time.
 - B. Section separators with items “filed” appropriately in each: a section for ref sheets, tests/quizzes, CW, lab, and notes.
2. A supply of paper.
3. At least one writing implement (if you choose to use a pen, only black or dark blue ink)
4. Textbook (covered).
5. Color pencils, crayons, or markers
6. A calculator
7. Composition notebook.
8. All materials needed for projects are your responsibility.
9. A formatted computer disc or CD. Research papers will be turned in for grading in both hard copy form and on disc. The hard copy form of the report must be turned in for grading in a report folder that has brads to keep the papers in.

***** All assignments will include your name, title of the assignment, the date, and the class period.**

BEHAVIOR/RULES

First and foremost, follow all school rules as described in your student handbook.

You are expected to enter the classroom quietly, every day, and go directly to your seat. You should be seated by the time the last bell rings. If your pencil needs to be sharpened, do so, quickly and quietly, before the last bell rings. If you come to class late you must have a valid pass (instructor reserves the right to not accept passes in some instances). If you do not have a valid pass you will be sent back to get one or marked tardy. If you come in late, come in to the classroom quietly and give me your pass, then sit down quietly and start working. Coming to class more than 10 minutes late will still be counted as an absence (per school policy). If you will be late because of a teacher hold-up, please have the teacher call me.

When the last bell rings, you should be in your seat and working quietly on the assignment that is on the board, any continuing assignment, or reading material for the class. This does not mean rushing through the door on the last bell. Anyone who is not in his or her seat upon the sound of the last bell may be marked as tardy.

Never bring food, drinks, candy, or gum into the classroom. If you have food, drinks, candy or gum, you should finish them before entering the classroom and place your trash in the receptacles **OUTSIDE** the door.

If you need to speak to me about make-up work, etc., PLEASE do not hover around my desk or interrupt class for this purpose. It is your responsibility to find out what you missed if absent. You will be given one day (per student handbook) to make up missed assignments for excused absences. If you choose not to find out what you missed then also choose to take a 0 on the assignment. Make-up tests must be arranged. They will be taken on your time, not class time. Please remember that if you are sent to sweep all work due on that day, or work that was done in class must be completed that day or you will receive a 0 (per student handbook). Also keep in mind, per school handbook, if your absence is not excused you will not receive credit for assignments, during the absence.

All class detentions will be served either after school or at lunch (teacher’s discretion). The detention will be served the day after it is given (for after school detention), so that the student may make arrangements to get home (as many students ride the bus), or at a time that is convenient for the teacher. It is the student's

responsibility to get a ride, not the schools. **If you can't serve detention, then don't do anything to earn it.** Failure to serve detention will result in a referral to the office.

Late assignments will not be accepted. Assignments are checked at the beginning of class and no credit will be given for late assignments. Being a high school student carries certain responsibilities; one of them is being responsible about turning in assignments. If you choose not to bring in an assignment, then you also choose to receive no credit for it. Many assignments (i.e. research papers) will have a specific future date when they are due. If you have more than one day to work on the assignment/project, then it should be turned in on the assigned date (if you are out sick, get it to me somehow on the assigned date...or risk no credit for it).

If you miss an assignment due to other than a school verified or excused absence, you will not receive full credit for the missed assignment, if turned in. Following rules in the student handbook, any assignment that is made up due to any absence other than school verified or excused, is to receive no credit of the original possible points. Any assignments missed due to SWEEP must be completed and turned in on the day given; this includes tests. If sent to sweep on the day of a test you must come in after school to make it up...no extra time is given when you have gone to sweep.

If you break any items (i.e. lab materials, equipment, teacher items, etc) it is your responsibility to pay for the items. You will be given written notice of the cost. This notice is to be shown to your parents so that they are aware of the situation. The best way to avoid this is to be careful with all equipment, be it a slide, a microscope, etc.

Keeping the area around the classroom clean is your responsibility. I will not dismiss class if there is a mess. **DO NOT write, etch or draw on classroom equipment, this includes the tables, desks, chairs, etc.**

You are responsible for your own behavior. You will be rewarded for good behavior, and you will receive consequences for inappropriate behavior. **Inappropriate behavior hinders other student's ability to learn, therefor, will not be tolerated.**

You will be given three passes to use throughout the semester. Do not ask me for permission to go to the restroom, drinking fountain, etc, other than by using your pass. I must take care of my personal needs during the five minutes between classes, and you should do the same. If you come to class unprepared, you must suffer the consequences.

I am usually at the school from 7:45 a.m. to about 3:45 p.m. If you need to contact me during times other than this you are welcome to email me at diannam@buhdsd.org. If you choose to email me, please make sure that you place your name in the subject line; otherwise I will more than likely delete it without even looking at it. I welcome you to email, but please, do not send me any chain letters or email with a religious or vulgar content.

DISCIPLINE PLAN

CLASSROOM RULES

1. Follow directions the first time they are given.
2. Be in your seat, with materials, and quietly working when the last bell rings.
3. Respect other people, their property, and their right to learn.
4. Raise your hand and wait to be called on to speak or leave your seat.
5. Food, drinks, candy and gum are not allowed in the classroom.**

(students are expected to follow these rules as well as the rules outlined in the BUHS student handbook.)

**** automatic detention may be given for having gum in the classroom**

Other rules not listed on this form can and will be created and enforced throughout the school year. By agreeing to respect the classroom environment at all times, listed above, the student agrees to respect those rules as well.

CONSEQUENCES*

First offense:	Warning
Second offense:	Conference after class
Third offense:	Parent/Guardian contact and referral to the office

*The teacher reserves the right to move to a more severe consequence depending on the severity of the misbehavior.

SEVERE CLAUSE: Students will be sent immediately to the Assistant Principal for severe misbehavior as outlined in the student handbook. Some examples are fighting, cussing, vandalism, and insubordination.

Classroom detention will be served in Ms. Martinez's room at the appropriate time, per teacher discretion. Failure to serve detention will result in a referral to the Assistant Principal as described in the student handbook. Detentions will also result in the student losing class points.

INDIVIDUAL REWARDS

- Positive praise
- Positive notes home
- Praise referrals
- Monthly drawing for students with A or B

CLASSWIDE REWARDS

- Personal time in class

GRADING PROCEDURE

Specific Items to be graded and their percentages depend on the individual class. Please refer to your syllabus for items that pertain to you.

Letter grades will be assigned as follows:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- less than 60% = F

You have an A at the beginning of the class. It is up to you to maintain that A. Failing to do assignments, etc, will not hurt me, but will harm your grade. **I do not take assignments late, so make sure that you turn in all assignments when they are due.** Excuses such as "jammed lockers, forgot it at home, etc" will not be taken for late assignments. You are in high school, therefore, should be responsible for your work. No credit will be given for work that is plagiarized or appears to be.

SCIENCE SAFETY RULES

DRESS CODE

1. To protect yourself from injuring your eyes, wear safety goggles/glasses whenever you work with chemicals, burners, glassware, or any substance that might get into your eyes. Instructor will inform you if safety goggles/glasses are not needed.
2. Tie back long hair to keep it away from any chemicals, flames, or equipment.
3. Remove or tie back any article of clothing or jewelry that can hang down and touch chemicals, flames, or equipment. Roll up or secure long sleeves.
4. Never wear open shoes or sandals when working in the lab area.

GENERAL PRECAUTIONS

5. Read all directions for an experiment several times before beginning the activity. Carefully follow all written and oral instructions. If you are in doubt about any part of the experiment, ask your teacher for assistance.
6. Never perform activities that are not assigned or authorized by your teachers. Obtain permission before “experimenting” on your own. Never handle any equipment unless you have specific permission.
7. Never perform lab activities without direct supervision.
8. Never eat, drink, or chew gum in the lab area.
9. Keep work areas clean and tidy at all times. Bring only notebooks and lab manuals or written lab procedures to the work area. All other items, such as purses and backpacks, should be left in a designated area (i.e. under the tables).
10. Do not engage in horseplay.

FIRST AID

11. Always report all accidents or injuries to your teacher, no matter how minor. Notify your teacher immediately about any fires.
12. Learn what to do in case of specific accidents, such as getting acid in your eyes or on your skin. (Rinse acids from your body with lots of water.)
13. Be aware of the location of the first-aid kit, but do not use it unless instructed by your teacher. In case of injury, your teacher should administer first aid. Your teacher may also send you to the school nurse or call a physician.
14. Know the location of emergency equipment, such as fire extinguisher and fire blanket, and know how to use it.

HEATING AND FIRE SAFETY

15. Never use a heat source, such as a candle, burner, or hot plate, without wearing safety goggles/glasses.
16. Never heat anything unless instructed to do so. A chemical that is harmless when cool may be dangerous when heated.
17. Keep all combustible materials away from flames. Never use a flame or spark near a combustible chemical.
18. Never reach across a flame.
19. Before using a laboratory burner, make sure you know proper procedures for lighting and adjusting the burner, as demonstrated by your teacher. Do not touch the burner. It may be hot. And never leave a lighted burner unattended.
20. Chemicals can splash or boil out of a heated test tube. When heating a substance in a test tube, make sure that the mouth of the tube is not pointed at you or anyone else.
21. Never heat a liquid in a closed container. The expanding gases produced may blow the container apart.
22. Before picking up a container that has been heated, hold the back of your hand near it. If you can feel the heat on the back of your hand, the container is too hot to handle. Use an oven mitt to pick up a container that has been heated.

USING CHEMICALS SAFELY

23. Never mix chemicals “for the fun of it.” You might produce a dangerous, possibly explosive or toxic substance.
24. Never put your face near the mouth of a container that holds chemicals. Never touch, taste, or smell a chemical unless you are instructed by your teacher to do so. Many chemicals are poisonous.

25. Use only those chemicals needed in the activity. Read and double check labels on supply bottles before removing any chemicals. Take only as much as you need. Keep all containers closed when chemicals are not being used.
26. Dispose of all chemicals as instructed by your teacher. To avoid contamination, never return chemicals to their original containers. Never simply pour chemicals or other substances into the sink or trash container.
27. Be extra careful when working with acids or bases. Pour all chemicals over the sink or a container, not over your work surface.
28. If you are instructed to test for odors, use a wafting motion to direct the odors to your nose. Do not inhale the fumes directly from the container.
29. When mixing an acid and water, always pour the water into the container first and then add the acid to the water. Never pour water into an acid.
30. Take extreme care not to spill any material in the laboratory. Wash chemical spills and splashes immediately with plenty of water. Immediately begin rinsing with water any acids that get on your skin or clothing, and notify your teacher of any acid spill at the same time.

USING GLASSWARE SAFELY

31. Never force glass tubing or thermometers into a rubber stopper or rubber tubing. Have your teacher insert the glass tubing or thermometer if required for the activity.
32. If you are using a laboratory burner, use a wire screen to protect glassware from any flame. Never heat glassware that is not thoroughly dry on the outside.
33. Keep in mind that hot glassware looks cool. Never pick up glassware without first checking to see if it is hot. Use an oven mitt. See rule 22.
34. Never use broken or chipped glassware. If glassware breaks, notify your teacher and dispose of the glassware in the proper broken-glassware container. Never handle broken glass with your bare hands.
35. Never eat or drink from lab glassware.
36. Thoroughly clean glassware before putting it away.

USING SHARP INSTRUMENTS

37. Handle scalpels or other sharp instruments with extreme care. Never cut material toward you; cut away from you.
38. Immediately notify your teacher if you cut your skin when working in the lab area.

ANIMAL AND PLANT SAFETY

39. Never perform experiments that cause pain, discomfort, or harm to mammals, birds, reptiles, fishes, or amphibians. This rule applies at home as well as in the classroom.
40. Animals should be handled only if absolutely necessary. Your teacher will instruct you as to how to handle each animal species brought into the classroom. Do not take the animals out of their cages unless the teacher specifically instructs you to do so.
41. If you know that you are allergic to certain plants, molds, or animals, tell your teacher before doing an activity in which these are used.
42. During fieldwork, protect your skin by wearing long pants, long sleeves, socks, and closed shoes. Know how to recognize the poisonous plants and fungi in your area, as well as plants with thorns, and avoid contact with them.
43. Never eat any part of an unidentified plant or fungus.
44. Wash your hands thoroughly after handling animals or the cage containing animals. Wash your hands when you are finished with any activity involving animal parts, plants, or soil.

END OF EXPERIMENT RULES

45. After an experiment has been completed, clean up your work area and return all equipment to its proper place.
46. Dispose of waste materials as instructed by your teacher.
47. Wash your hands after every experiment.
48. Always turn off all microscopes, burners, or hot plates when they are not in use. Unplug hot plates and other electrical equipment. If you used a burner, check that the gas-line valve to the burner is off as well.

