

# History of the Universe Policies

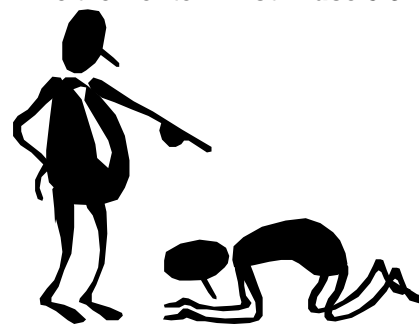
Mr. Ling

## REQUIRED MATERIALS to bring to class -

- **Notebooks, paper, folders**
  - Any type of **notebook** with paper
  - If you don't use a 3-ring binder, you'll need **folders** for handouts
- **#2 pencils w/ erasers** – very important! Mechanical pencils are great – I like the *Pentel Twist-Erase 0.9*.
- **Calculator** – any type
- Handouts (with your annotations)

## Optional (highly recommended) Materials –

- **USB flash drive**
- **online account for word processing or web page** (Google Docs, Zoho, Office Live, etc.)
- **colored pencils** (at least 5-6 colors)
- **ruler** – must have metric units
- **pencil sharpener or mechanical pencil**



## RULES - the “3 R’s” of men and women: RESPECT, RESPONSIBILITY, and RESULTS:

1. Listen to the teacher and **follow all directions** given, including the lab safety and computer rules
2. **When speaking before the class, raise your hand** to be recognized *before* you speak; speak with respect for yourself and others (no foul language or insults)
3. **Be in your seat** when the bell rings (sit only on chairs/stools and don't move them around the room); ask permission to leave your seat; wait to be dismissed after class - don't wait at the door; HALL: one at a time, sign in and out
4. **Keep to your personal space** (don't touch anything that isn't yours without permission -including computers, lights, windows, shades, thermostat, shelves, posters, and other people's stuff)
5. **Keep the room clean** - no food, drink or gum, no graffiti, and clean up after yourself
6. **No headgear, electronics, sharp objects, or improper clothing** – read Agenda
7. During drills, **we must stay together as a class**. I take attendance and report missing students to the office.
8. You must have a **gold card or signed agenda pass to enter the hall**. Nobody will enter the hall during the last 5 minutes of class, or after 2:05.
9. You must have a **pre-signed pass to use the library**. This is for library book use, not computers or textbooks.
10. You must have a **pre-signed pass to use a computer lab**.
11. You must **sign out** when leaving the room, and **sign back in** upon return.

## ROUTINE:

- ***Before the bell rings***, enter the room, take your seat.
- ***Take out your homework***, notebooks and other necessary science materials. Put all other belongings under your desk or seat if possible. Hand in assignments owed, ***sharpen pencils***.
- While waiting for class to begin: ***write assignments in your calendar*** and/or try to write down at least one ***question to ask during class*** or before the next test.
- If you need to speak to me about something that's urgent or of concern to others as well, raise your hand. ***If it's about a concern of yours only, ask me on YOUR time, NOT class time*** - approach me during a lab or class activity when I'm free, or before or after class (not while I'm trying to get class started).
- Toward the end of class – ***do not wait by the door for the bell to ring***.

**CONSEQUENCES for inappropriate behavior** – Repeated, disruptive, disrespectful, threatening or violent behavior will result in a loss of privileges, be assessed a performance penalty which affects your grade, or result in referral to the office. If you're tardy block 1, you will be sent to the attendance office. If you are late to class twice during a five-week period, or abuse hall privileges by spending more than 5 minutes away from class or misbehaving in the hallway, your hall privileges will be revoked for one month, with possible accrual of multiple months revocation, time after school, and calls home.

**CALENDAR** - I post the unit Calendar and Lesson Plans on my website at <http://danling.com/earthling> This includes announcements, assignments and due dates, labs, etc. Write the due dates in your agenda as soon as possible. If you're absent, just make sure you get the information from the web site or a classmate, or print out a copy when you return. It is your responsibility to read the Calendar and lesson plan and to pick up any materials you need at any time from the bins in Room 319.

**GRADING** - will be posted either in class by student ID number, or on PowerTeacher. The grade is non-weighted. Each assignment is worth a number of points commensurate to the effort involved in it. The quarterly grade is the total number of points you earned divided by the total number of points possible. Small extra credit points can be added based on pre-approved unassigned volunteer work, laboratory assistance, etc. (see me)

<b>Most homeworks</b>	<b>5 - 10 points</b>
<b>Activities</b>	<b>5 - 20 points</b>
<b>Labs / Projects</b>	<b>20 - 50 points</b>
<b>Tests</b>	<b>100 points</b>
<b>Draft Project</b>	<b>100 points</b>
<b>Final Project</b>	<b>100 points (and is the Final Exam grade - 20% of the course grade)</b>

**ASSIGNMENTS** - are often assigned to be completed during class or will often be collected at the beginning of the next class. Homework is due at the beginning of the class assigned, and will be checked by me at that time. **I give no credit for late homework**, including that which is completed in Academic Assistance, except if you have been legally absent from school. If you have difficulty with an assignment, please talk to me - I can help, and can also modify assignments and / or extend a deadline under certain circumstances. Talk to me!

**MAKE-UP WORK** - You are responsible for all work while you're absent from school or class. If you're out, you can obtain class notes and assignments by calling a classmate or at my web site. Don't ask me "what work do I owe?" after you've been absent. **You** must determine what work you owe by asking a friend, or by looking at the Calendar and Lesson Plans at my web site, as we will learn during the first week of school. Ask if you need further assistance with this process of self-organization. All materials are organized in the bins at the front of 319. Labs or assignments will not be considered late when due to a legal absence. You have two days for each day absent to make up the work.

**OFFICE HOURS** - If you need to make up a lab, use my computers or to receive extra help, please make an appointment with me before or after class, and sign the sign-up sheet. In general, I'm available after school in Room 319 on Thursdays until at least 3:10. I will not be available for extra help during the school day unless you make an appointment.