

**THE BEGINNING OF CLASS**

1. Walk in quietly.
2. Sit down in your seat.
3. Write the assignment in your planner.
4. Wait for instructions.

\*\*You will be considered **tardy** if you are not in your seat and following instructions when the bell rings.

**DAILY MATERIALS**

Students must bring to class each day:

1. **notebook**
2. planner
3. a pencil and/or pen
4. sticky notes
5. a covered science textbook  
- when you get one

Glue this side  
down into  
your science  
notebook

**SCIENCE NOTEBOOKS**

- Assignment must be completed on correct page.
- Each page has a title, date, and page number.
- Everything recorded in the table of contents.

- **No RIPPED OUT** pages.
- **No torn corners**
- **No DOODLING.**
- **No blank pages.**
- **No pen or markers.**

**ASSIGNMENTS**

- Assignments may be done in **pencil or pen**, must use **complete sentences**, and must have legible handwriting. Writing that cannot be read cannot be graded and will have to be redone during an ICU.
- Assignments must include name, date, and assignment title.
- **All work is due when called for in class; work turned in at any time after this will be considered late.**
  - - - Definition of Late: 1 - - not in when called for in class
  - 2 - - not in within two days after return from illness
  - 3 - - not delivered on due date for non-illness absence (choir or athletics)
- Excuses for late work (broken printer, left it at home, etc.) are not acceptable.
- Students will serve an ICU to earn FULL credit for a late assignment.
  - Assignment will not be accepted until ICU is served.
  - Students must bring something to work on during the ICU:
    - the assignment, other homework, a book to read
- Incomplete work will not be accepted.
  - It will have to be redone following all instructions.
  - Credit will be earned after serving an ICU.
- Planners will be used to log everything done in class.
- **Everything** done in class is organized in a composition notebook. **Nothing is thrown away!!**

## ABSENCES

Absences create issues that often affect a student's progress and grade. These issues include missing important class activities and discussions, and neglecting to follow through with appropriate procedures after an absence (see below). It is the **student's responsibility** to follow through on absence procedures.

1. On the day you return, turn in assignments that were due during your absence.
2. On the day you return, copy a "**reliable**" student's planner into your own for the day(s) you were absent.
3. Get any handouts, assignments, or notes given during your absence and see if any tests/quizzes were missed.
4. Show me your filled-in planner and I'll sign your make-up slip. If you do not show me a make-up slip, I will assume that you were unexcused for your absence. Unexcused absences earn a zero for all work done while you were gone.
5. Arrange to meet with me for further explanation or to make arrangements for a missed test or quiz.
6. Turn in missed assignments by the due date we agree upon.

## MAKE-UP WORK

- Make-up work is the **responsibility of the student**.
- Students have two days for each day absent to complete the missing work.
- Copies of assignments and handouts can be found in the folder for each class.
- My website – <http://mb081.k12.sd.us/> – also has many assignments posted for student access.

## TESTS/QUIZZES

- Tests/Quizzes must be made-up during a study hall on the day you return to school. If you do not have a study hall, the test/quiz will be made-up during your science class period.  
**\*\*\* Students must communicate with me on when the test/quiz will be made-up.**
- Many quizzes will be given over the school year. Some quizzes will be used as bonus points and never count against your grade.  
**\*\*\* If you are absent, you lose the opportunity to receive bonus points!**

## ACADEMIC DISHONESTY

Cheating of any kind will not be tolerated. Academic integrity means that all work is done by the students. Any type of dishonesty in school work is not integrity. Dishonesty includes, but is not limited to:

- Copying the work of another student.
- Using notes during tests and quizzes without permission.
- Copying and pasting from electronic media.
- Providing answers to others

## WHEN ACADEMIC DISHONESTY OCCURS:

- All students involved will earn a zero for the assignment.
- Parents of the dishonest students will be called.
- Detention will be assigned.

## SUBSTITUTE TEACHER

- Substitute teachers are to be treated respectfully and politely.
- **More than one detention WILL BE assigned to anyone giving the substitute a "hard time".**

## END OF CLASS

1. Begin to clean up and put your materials away only *AFTER* you have been given instructions to do so. **DO NOT** get ready to leave early.
2. Put *ALL* supplies, materials, and equipment back in the appropriate place.
3. Clean up any trash; wipe down the table if needed.
4. Remain in your assigned seat until the bell rings and you are dismissed.

## FINISHING EARLY

- Use this time efficiently and wisely.
  - Organize your science notebook.
  - Study your notes, background information, and vocabulary.
  - Read your science textbook or a book.
- **Do not use extra time to socialize with people around you; you will distract those who need time to finish their work.**