

Classroom Rules

1. Class begins as soon as you enter the room.
2. Three minutes are allowed for changing classes. You must, therefore, move quickly to avoid being tardy. You should be in your seat and ready to begin class when the tardy bell rings. Tardiness will result in detention. All detentions will be served from 7:45 - 8:15 a.m. in Rm. 317. After the first two offenses, school detention will be served on Friday afternoon or Saturday.
3. You must have a pass to leave the room.
4. In order for everyone to benefit from class discussion, only one person speaks at a time while everyone else listens. Everyone's contribution is respected.
5. Everyone is expected to be attentive and participate in the BIOLOGY activity during the biology class period.
6. All trash is to be disposed of in the waste paper basket at the end of class time. Keep your work area clean and your desk free of marks or writing.
7. Eating, drinking and gum chewing are done outside of class time. (Because this is a biology/computer lab **food or drink containers are NOT to be brought into the classroom!**)
8. Dress code will be enforced.
9. Any work missed because of being sent to the office will NOT be able to be made up. (Note: Quizzes are given the first 10 min. of class!!!)
9. As Ben Franklin students, you are expected to subscribe to the Ben Franklin Honor Code.

Lab Rules

1. All LAB SAFETY PROCEDURES must be followed at all times. You must agree to abide by all safety guidelines as stated on p. 1060-1062 of your textbook and any teacher directions given before and during the lab. This is for the safety of you and your classmates. If these guidelines are not followed you may not be allowed to complete the lab but will be responsible for material covered. You must be responsible and serious in this classroom.
2. Equipment and materials at your lab station are left undisturbed until last minute procedures have been reviewed and you are given permission to begin.
3. Any damage to or breakage of equipment is to be reported immediately. If the damage results from carelessness or improper procedures, the student or group responsible will be responsible for paying for the damaged equipment.
4. At the end of the lab period, all equipment is to be cleaned and returned as you found it at the beginning of lab.
5. Be prepared before beginning a lab activity. Make sure you understand what you're to do, how you're to do it, and why you're doing it. If you are not sure, ASK!!!
6. Carefully take notes in the lab section of your binder.

Cooperative Learning Groups

You will be doing many activities in small cooperative groups. You are not only responsible for learning the material being taught, but also for helping your teammates learn. We all work together! This does not mean copying from each other!!!

The following are expected student behaviors while in small groups:

- move into and stay with your group as soon as instructed
- use "library" voices
- follow directions carefully
- all team members listen and respect others' input
- encourage everyone on your team to participate
- discuss answers/explain/reach a consensus
- check to make sure everyone understands
- **group leader** asks for help or clarification
- praise helpful actions or good ideas

Some grading will be done individually. Some will be done one per group. **EVERYONE** is responsible for the material and helping each other learn! In the real world we must learn to work cooperatively and effectively with others.

I have read, and understand, and I agree to follow the above guidelines and instructions.

Student's signature: _____ Date _____

Parent's signature: _____ Date _____

For future reference you may access this handout from the website!

LAB/ACTIVITY MANAGEMENT PROCEDURE

During designated labs and/or activities, students will work 3 or 4 to a group. Each group member will have a specific role or job. The roles are described below. Read through each one carefully since you will each have a role in the near future.

P.I. - Principal Investigator

The principal investigator is:

- in charge of the operation.
- responsible for the lab set-up.
- the conductor of group discussion.
- the person who conducts the lab procedure or assigns duties to the other group members.
- the only group member allowed to talk to the teacher.

M.M. - Materials Manager

The materials manager is:

- responsible for obtaining all materials and/or equipment for the lab.
- responsible for organizing materials and/or equipment in the work space.
- allowed out of seat to pick up needed materials.

M.D. - Maintenance Director

The maintenance director is:

- in charge of cleaning up the work space.
- allowed to assign other group members duties to help in the clean up.
- responsible for returning materials and/or equipment to the supply station.
- allowed out of seat for clean up

S.D./R - Safety Director/Recorder

The safety director/recorder is:

- responsible for enforcing all safety rules.
- asked to monitor group to keep everyone working quietly on the task at hand.
- responsible for reporting any accident to the teacher.
- responsible for recording all data generated/collected by the group.

Computer Project Group Member **Roles/Responsibilities**

Period _____ Group _____

Operations Chief

- Read pertinent information and procedures to the group.
- Synthesize problem-solving efforts.
- Oversee creation of storyboard.
- Assist Content Specialist in research.

Content Specialist

- Direct the team's research efforts.
- Record and organize data as it is collected by the group.
- Responsible for verifying accuracy of science content.
- Participate in creation of storyboard.

Input Specialist

- Enter information into the computer once the group has reached a consensus.
- Participate in creation of storyboard.
- Assist Content Specialist in research.
- Make sure work is saved to disk and equipment is shut down properly.

Team Liaison

- Communicate with the teacher if there are any questions or problems the group cannot solve on its own.
- Assist Content Specialist in research.
- Participate in creation of storyboard.
- Encourage all team members.