

**A GUIDE TO
REGENTS LIVING ENVIRONMENT**



MR. RICHARD GREENING

ELWOOD-JOHN H. GLENN HIGH SCHOOL

ROOM 233

2016-2017

ELWOOD UNION FREE SCHOOL DISTRICT

September 6, 2016

Dear Students and Parents/Guardians:

Welcome back to Elwood-John H. Glenn High School for the 2016-2017 school year, and to Regents Living Environment! I hope that you all have had a fantastic summer and are ready to conquer another year of high school science. Please read through this informational packet as it contains important information about this course, including class policies, Regents lab requirements, and course expectations. If you have any questions regarding this packet or the information contained within, please feel free to address these with Mr. Greening at Meet the Teacher night (date to be announced), or via email (rgreening@elwood.k12.ny.us) or phone (631-266-5410).

At the back of this packet are a series of documents that will need to be signed by both the student and his/her parent or guardian. All of these documents are to be submitted no later than **Friday, September 9, 2016**.

For your convenience, the documents contained in this handbook are listed, with their appropriate page number, below the salutation.

Thank you very much for your cooperation and support in your child's schooling. I look forward to working with you and your child this year.

Sincerely,

Mr. Richard Greening

Handbook Documents:

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Mr. Greening's Regents Living Environment

Teacher: Mr. Richard Greening

Class Website: greeningscience.weebly.com

Email: rgreening@elwood.k12.ny.us

TEXTBOOK: Biology: New York State Edition by Miller & Levine.

Students may also choose to supplement the Miller & Levine test with CK-12 Online Living Environment Book and associated student workbook.

(Link/URL to online text: <http://www.ck12.org/book/CK-12-Biology/>)

COURSE DESCRIPTION: Welcome to Regents Biology (also known as the Living Environment). Living Environment is an understanding of how humans, their environment, and other organisms work and interact across various spatial scales. In Living Environment we will study interesting topics such as Biochemistry, Cell Biology, Human Anatomy & Physiology, Reproduction & Development, Genetics, Evolution, Ecology, and Human Influences on the Environment. Students will learn about these concepts through a combination of direct instruction and interactive, hands-on experiments.

Regents Biology is a challenging course. To do well, a student must pay careful attention in class, actively participate in class discussions and activities, keep an organized notebook, study class notes daily, complete reading assignments and laboratory assignments, and seek extra help if necessary.

COURSE OBJECTIVES: Through the student's involvement in this course the following skills are gained:

1. Knowledge and appreciation of human anatomy, ecological processes, and genetics, among other topics;
2. The development of the following skills:
 - a. Note taking, reading, writing, and organization;
 - b. Designing research projects, collecting data, and presenting results;
 - c. Interpretation of data by means of graphs, diagrams, and a written lab report;
 - d. Solving scientific problems using mathematics and scientific thought process;
 - e. Relating scientific knowledge to the real world; and,
 - f. Critical thinking and positional argumentation.

- SUPPLIES:**
1. Pens (blue or black ink only, please!)
 2. Pencils (students cannot complete lab work without pencils)
 3. Highlighter (any color)
 4. Colored pencils
 5. 2"-3" 3-ring binder
 6. Loose leaf paper

"What is a scientist after all? It is a curious man looking through a keyhole, the keyhole of nature, trying to know what's going on." - Jacques Cousteau

"We especially need imagination in science. It is not all mathematics, nor all logic, but it is somewhat beauty and poetry." - Maria Mitchell

"The scientific theory I like best is that the rings of Saturn are composed entirely of lost airline luggage." - Mark Russell

"The greatest discoveries of science have always been those that forced us to rethink our beliefs about the universe and our place in it." - Robert L. Park

"When someone tells you nothing is impossible, ask them to dribble a football." - Unknown

GRADING POLICY:

QUARTER GRADING:	Tests:	40%
	Labs/Lab Reports/Classwork:	30%
	Quizzes:	20%
	Homework:	10%

FINAL GRADE CALCULATION:	1st Quarter:	20%
	2nd Quarter:	20%
	3rd Quarter:	20%
	4th Quarter:	20%
	Regents Exam:	20%

TESTS: Tests count for a large part of a student's overall grade. We will have a unit test at the end of each unit. This unit test will be a comprehensive evaluation of all topics within the given unit. For longer units of study, tests will be given every two weeks. Students will be notified before the test will be given and the dates of exams listed on the class calendar. This will give students adequate time to study, make up missing work, and seek extra help. Tests will consist of both multiple choice and constructed response questions from previous Regents exams. Any student who misses an exam is responsible for scheduling a make-up exam. All make up exams will be administered in the library, and **all make-ups must be completed within 1 week of the original test date**, unless otherwise arranged with the teacher. Failure to do so will result in a grade of zero (0) on the exam. Any classwork or lab work missed while making up an exam is the responsibility of the student.

CLASS PARTICIPATION: Class participation includes attendance, punctuality, and level of preparation for class. Participation is also based on a student's willingness to contribute in class discussions, show positive behavior in class, and show effort in completing class work. **No student is entitled to disrupt the learning of others. Those who do will suffer consequences in accordance with their actions.** Notes may be checked at random to ensure that students' are actively engaged in the material and actively taking notes on class discussions.

QUIZZES: Quizzes may be given with or without advance notice. Students should be adequately prepared for quizzes every day.

ABSENCES: ***Students are responsible for all work covered during absences.*** Missed work must be submitted within one week of date missed or the student will receive a zero for the assignment. If a student is absent the day a test is given, the student must take it the day he or she returns—failure to do so will result in a zero for the exam. ***It is the student's responsibility to ensure the missed test or work is completed.***

CLASS WEBSITE:

My classroom website is updated at least weekly (sometimes more) and will outline the projected schedule for the upcoming week. On the site I post important documents and links to resources to aid in your studying. Homework/Reading assignments and due dates are posted on the website. It is imperative that you check the website on a daily basis for any new postings. (URL: <http://greeningscience.weebly.com/living-environment.html>)

COURSE REQUIREMENTS:

1. Please bring the following items to class each day: pen, pencil, simple calculator, 3-ring loose-leaf binder **dedicated only to Biology** (no other subjects), loose-leaf paper, a highlighter, and colored pencils. Many discussions, labs and activities will include handout materials and diagrams that are to be kept in the three-ring binder along with your notes, tests, and quizzes. A 2" to 3" binder is thus preferable.
2. I strongly recommend that you review your notes on a daily basis and do your reading assignments in preparation for quizzes and tests. Any information from readings, labs, notes, homework, or in class discussions can appear on a quiz or exam.
3. Each student is required to complete 30 laboratory hours (1200 minutes) to satisfy the Regents requirement. **A student may not sit for the Regents exam unless he/she has fulfilled this requirement. More information about this important requirement will follow.**
4. Student attendance is a major part of the course requirements. There are labs and discussions that take place during class that are required. Due to the nature and complexity of some labs, there will not be an opportunity to make up all missed labs. Numerous missed classes can cause a student to get an incomplete (I) or failure (F) for the marking period.
5. In addition to the standard rules of conduct at John H. Glenn High School, special rules will apply during laboratory periods. Due to the possible risks involved during laboratory activities, it is critical that you understand and abide by these rules (to be discussed).

CLASSROOM POLICIES

CLASSROOM EXPECTATIONS:

In order for students to learn they must be in an environment that is comfortable and conducive to educational growth. In order for our classroom to function effectively and efficiently our class will create a mission statement and class contract. That document will be typed up and provided as an addendum to this document.

CLASSROOM RULES

In addition to the Student Responsibilities laid forth on page 12 of the Student Handbook, students are asked to please conform to the following regulations:

- Please arrive to class on time. Tardiness negatively impacts a student's ability to learn as they miss critical course information, and always creates a distraction that interferes with the learning of others.
 - Excessive lateness will not be tolerated and will lead to consequences.
 - Quizzes are given at the beginning of the period and students who are late to class will not receive additional time to finish the quiz. A quiz missed due to tardiness will count as a zero.
- No eating or drinking in the classroom
 - **Water** is the **only** exception on **HOT** days
- **BE SAFE**
- **BE RESPECTFUL**
- **BE RESPONSIBLE**
- **TAKE EDUCATIONAL RISKS AND BE PROUD OF WHAT YOU HAVE TO SAY**
- **BE YOUR BEST YOU EVERY DAY!**

MAKEUP WORK:

- You must take missed tests on the next available day
- If your absence is unexcused, you will receive a "0" on any tests, quizzes, lab, homework, or class-work assignments given on the day of your absence.
- If you miss a quiz it is your responsibility to speak with me on your first day back to class to schedule a make-up time. Failure to do so will result in a zero for the quiz.
- If you are absent, **you are responsible** for getting the notes and making up any class work or homework assignments. Speak with your classmates and check the Daily Work folders to see what you have missed. Lab work should be made up within 2-3 days.

ALL WORK IS TO BE HANDED IN ON TIME.

- Late work will be penalized as follows:
 - **Homework:** No late work accepted
 - **Labs:** Will lose 1 full grade (10 pts) for each day late. After 5 days the lab will not be accepted for a grade or lab credit. If you are missing 2 or more labs in any given Marking Period, **you will receive an Incomplete** for that Marking Period. If **fewer** than 30 hours of labs are done **with passing grades** a student will be **NOT** allowed to take the Regents Exam in June.
 - **Projects/Assignments:** Will lose one full grade (10 points) for each day late.

EXTRA HELP:

If your child is experiencing difficulty with concepts or course material they should seek extra help as early as possible. This can be done by coming to my pre-arranged weekly extra help session, or by visiting the Additional Instructional Support (AIS) team located in the Library. In order for the extra help process to be effective, students must come to extra help or AIS with specific questions about their difficulty as it is impractical and unrealistic to review all topics covered in one week within 35-45 minutes.

I am split between the High School and Middle School, so all extra help for Living Environment will be before school. I will be available every Wednesday morning at 6:45 am for extra help in Room 233, as well as by appointment on other days. In order to assure that I can arrange proper care for my children I ask that all scheduled extra help sessions are made at least 24 hours in advance.

ADDITIONAL POLICIES, PROCEDURES, & REQUIREMENTS

LAB REQUIREMENTS

Laboratory investigation plays an important role in your overall understanding of biological concepts. Did you know that you increase your ability to remember new information simply by using this information? It's true, and the lab is a great opportunity for you to practice what you have just learned.

New York State mandates that all students in the Living Environment Course **must complete 30 lab hours*****. One lab hour is equivalent to one class period. Students who do not complete the required number of lab hours will not be allowed to sit and take the Regents.

*****Note: In order to take the NYS Regents exam you must complete 30 lab hours (1200 minutes) of hands-on lab investigations and complete the lab report or analysis included in the assignment. If you fail to complete the lab minutes you cannot take the Living Environment Regents exam. Be sure you do all labs, make up those you are absent for, and correct any which are unacceptable.**

Furthermore, unsatisfactory completion of labs will lead to disqualification from Regents exams. Late labs are penalized 1 grade (10 pts) per day late, and are not accepted after 5 days late. **Incomplete work will not be accepted.** Students who submit incomplete work will have that work returned. The student will receive an immediate 10 point deduction PLUS incur the normal deduction associated with tardy work.

Students who disrupt laboratory exercises will be removed from the lab setting, receive a failing mark for their laboratory grade, and will receive additional consequences in accordance with their actions. If disruptive behavior continues, the student may be banned from the lab setting and/or class, and may be prohibited from taking the Regents exam. Students who destroy laboratory materials, accidentally or intentionally, will lose 5 points on their laboratory score, and will be held financially responsible for the broken material.

HOMWORK POLICY

Homework is given anywhere from 1-3 times per week and is intended to be done outside of class as a means of solidifying knowledge of course concepts. **No late homework submissions will be accepted.** Students caught copying or cheating on homework, **and** students complicit in the copying/cheating event, will receive a “0” on the given assignment.

ELECTRONICS POLICY

According to district policy, cellular telephones and other electronic devices are strictly prohibited from use in the classroom, except in the case of emergency. Students who attempt to use their phone or electronic device, including headphones, during class will have the item confiscated and will receive appropriate consequences. Students who fail to relinquish the phone when confronted, or those for whom phone use becomes a chronic problem, will face administrative referral.

I will have a phone charging station along the perimeter of the classroom for those students who would like to charge their phones so that they are fully powered for use during lunch, after school, or in case of emergency. All phones plugged into the phone chargers should be powered off so as not to unintentionally create a distraction during class time. Only when electronic devices are plugged into these charging stations may they be out and visible in the classroom.

FOOD/BEVERAGE POLICY

Due to the potential hazard posed by certain chemicals used during laboratory investigation, students are not permitted to eat food or drink any beverages within the science classroom. The sole exception to this rule is that students are permitted to drink water on excessively hot days in the late summer, early fall, or late spring. In addition to the hazard posed by chemicals, food waste also attracts unwanted rodents and other pests and is thus not permitted in class. Students out of compliance with this regulation will face appropriate consequences.

***Note: This policy applies to all foodstuffs, including gum, Tic Tacs, etc.**

COMMUNICATION POLICY

I view communication as an integral part of the partnership between students, parents, and teachers. As such, I have included a Contact Sheet at the end of this packet that I would like you to please fill out in the event I need to contact you about your student. I have also included my contact information (at the top of the syllabus (page 4) and below) in case you need to contact me for any reason. As a partnership, I need to know if you or your student has any questions or concerns about the course so that I may address these appropriately. Please contact me directly about any issues so that we can expediently rectify the situation.

As I travel between two buildings, the best way to contact me is typically via email (rgreening@elwood.k12.ny.us). You may also reach me via phone at the High School (631-266-5410) or the Middle School (631-266-5420). If you would like to speak with me over the phone, or schedule a conference, please feel free to send me an email message with good times to reach you, and, schedule permitting, I will attempt to reach you or meet with you at the specified time. I will do my absolute best to try and respond to any calls or messages within a 24 hour window, but the best time to reach me is usually in the morning. Like you I am a parent, and, due to my familial obligations, I **will not** be able to respond to emails or calls between the hours of 3 pm and 10 pm. I apologize in advance for any inconvenience this may cause.

ADDITIONAL & SPECIFIC EXPECTATIONS FOR WORK AND ASSESSMENTS

GUIDELINES & EXPECTATIONS FOR ALL WORK

OCCASIONALLY THE WORK WE USE COMES FROM A LAB OR WORK BOOK THAT PREVENTS US FROM SPECIFYING POINTS IN ACCORDANCE WITH CLASSROOM EXPECTATIONS AND PROTOCOL.

IN ORDER TO AVOID ANY CONFUSION REGARDING THE QUALITY OF WORK EXPECTED BY STUDENTS, OR THE MANNER BY WHICH THE TEACHER AWARDS POINTS, STUDENTS ARE HEREBY NOTIFIED OF THE FOLLOWING GUIDELINES FOR COMPLETION OF ALL WORK (INCLUDING, BUT NOT LIMITED TO, CLASSWORK, LAB WORK, HOMEWORK, QUIZZES, AND TESTS).

EXPECTATIONS:

1. **ALL ANSWERS ARE TO BE PROVIDED IN COMPLETE AND GRAMMATICALLY CORRECT SENTENCES.**
2. **FOR ANY WORK INVOLVING MATHEMATICAL COMPUTATION ALL WORK MUST BE SHOWN. THIS INCLUDES PROVIDING EQUATIONS, UNITS (MAINTAINED THROUGH THE ENTIRE PROBLEM), AND STEP-BY-STEP CALCULATIONS. *NOTE: ALL ANSWERS MUST STILL BE PHRASED IN COMPLETE SENTENCES! FAILURE TO MEET ANY OF THIS CRITERIA WILL RESULT IN POINT DEDUCTIONS!**
3. **ALL GRAPHING ASSIGNMENTS MUST INCLUDE: I) A TITLE; II) AXIS LABELS; III) PROPERLY SCALED AXES; IV) COMPLETELY AND ACCURATELY PLOTTED DATA POINTS; AND, V) A LINE CONNECTING ALL DATA POINTS. STUDENTS ARE EXPECTED TO APPLY THESE REQUIREMENTS, AS APPROPRIATE, FOR ALL GRAPHICAL FORMATS.**
4. **ALL HOMEWORK, PROJECTS, AND LABS ARE TO BE HANDED IN AT THE BEGINNING OF THE PERIOD THEY ARE DUE. ANY HOMEWORK HANDED IN AFTER THIS POINT IS LATE AND WILL NOT BE ACCEPTED (HOMEWORK) OR WILL BE PENALIZED ACCORDINGLY.**
5. **WORK MISSED DUE TO ABSENCE (FOR ANY REASON) IS THE RESPONSIBILITY OF THE STUDENT. IF THE WORK IS NOT HANDED IN WITHIN ONE WEEK OF THE STUDENT'S ABSENCE, THE ASSIGNMENT IS ENTERED AS A 0 IN THE GRADEBOOK. I WILL NOT REMIND STUDENTS TO PICK UP MISSED WORK.**
6. **ANY INCOMPLETE WORK SUBMITTED WILL BE RETURNED TO STUDENTS. THE ASSIGNMENT WILL BE PENALIZED 10% AND WILL RECEIVE A "0" IN THE GRADEBOOK UNTIL THE ASSIGNMENT IS SUBMITTED. THE STUDENT WILL INCUR ADDITIONAL TARDINESS PENALTIES. INCOMPLETE HOMEWORKS WILL RECEIVE A "0".**

GRADING: THIS GRADING FORMAT APPLIES TO ALL TESTS, QUIZZES, CLASSWORK, LABS, & HW.

1. **ALL SHORT ANSWER QUESTIONS ARE WORTH 2 POINTS. 1 POINT IS AWARDED FOR A CORRECT ANSWER AND 1 ADDITIONAL POINT FOR A COMPLETE, GRAMMATICALLY CORRECT SENTENCE. INCORRECT ANSWERS WILL RECEIVE A GRADE OF 0/2 REGARDLESS OF THE SENTENCE STRUCTURE. ANY INCOMPLETELY ANSWERED QUESTIONS (I.E., NOT ANSWERING BOTH PARTS OF A TWO PART QUESTION), WILL NOT RECEIVE CREDIT.**
2. **ALL GRAPHING QUESTIONS WILL RECEIVE 1 POINT FOR AN APPROPRIATE TITLE, 1 POINT FOR EACH AXIS LABEL, 1 POINT FOR EACH PROPERLY SCALED AXIS, 1 POINT FOR USING THE MAJORITY OF THE GRAPH PAPER, 1 POINT FOR ACCURATELY PLOTTED DATA POINTS, AND 1 POINT FOR AN APPROPRIATE LINE CONNECTING DATA POINTS (OR APPROPRIATE HISTOGRAM BARS, PIE CHART SLICES, ETC). EACH REQUIREMENT WILL BE GRADED INDIVIDUALLY IN ACCORDANCE WITH NYS REGENTS STANDARDS.**
3. **ALL LONG-FORMAT WRITING ASSIGNMENTS, INCLUDING ESSAYS, BROCHURES, AND OTHER PROJECTS, WILL BE GRADED BASED UPON A RUBRIC PROVIDED WITH THE ASSIGNMENT.**
4. **FOR TESTS, ALL MULTIPLE CHOICE SECTIONS WILL BE CONVERTED AND GRADED ON A SCALE OF 0-100%, REGARDLESS OF THE NUMBER OF QUESTIONS. ALL SHORT ANSWER SECTIONS WILL BE GRADED IN CONJUNCTION WITH REGENTS-STYLE GRADING AND POINTS DISTRIBUTION. FOR QUIZZES, ALL MULTIPLE CHOICE ARE WORTH 1 POINT, AND ALL SHORT ANSWER GRADED ACCORDING TO #1 FROM ABOVE.**
5. **FOR TESTS, ALL LAB PRACTICAL SECTIONS WILL DEFINE THE POINT DISTRIBUTION.**
6. **MOST LABS ARE GRADED OUT OF 10 POINTS. IN CERTAIN INSTANCES LABS MAY BE WORTH MORE OR LESS THAN 10 POINTS, DEPENDING ON THE COMPLEXITY AND DIFFICULTY OF THE LAB.**

6. What usually motivates your child to perform well in school? Please be specific.

7. What method of instruction does your child find greatest success with?

- a. PowerPoint/Note Taking
- b. Reading Articles/Case Studies & Having Discussions
- c. Classroom activities & labs
- d. Group work
- e. Other (please be specific): _____

8. Does your child have any allergies? _____ If yes, please explain/list allergies below:

9. Does your student participate in any extracurricular activities? _____ If so, what are they and who are the advisors/coaches?

10. If there is anything else that you think I should know about your student, please feel free to include the information below.

Student Name: _____

Period: _____

Address: _____

PARENT CONTACT LOG

Contact Information: In the event that I must contact you regarding your student, whom should I attempt to contact first? (please circle one) **Mother / Father**

Mother's Name: _____

Father's Name: _____

Phone Number(s): Primary _____

Phone #: Primary: _____

Secondary _____

Secondary: _____

Mailing Address: _____

Mailing Address: _____

Email Address: _____

Email Address: _____

Type of Contact: P = Phone; L = Letter; C = Conference; E = Email; T = Text Message

Type	Date/Time	Parent Contacted / Student	Phone/Email
Notes:			

Type	Date/Time	Parent Contacted / Student	Phone/Email
Notes:			

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Notes:			

Type	Date/Time	Parent Contacted / Student	Phone/Email
Notes:			

AFFIDAVIT OF UNDERSTANDING

PLEASE MAKE SURE THAT YOU HAVE CLOSELY READ ALL OF THE MATERIAL IN THIS GUIDE TO LIVING ENVIRONMENT. ONCE YOU HAVE READ EACH SECTION, PLEASE INITIAL NEXT TO THE APPROPRIATE SECTION BELOW TO VERIFY THAT YOU HAVE READ AND UNDERSTAND THE COURSE EXPECTATIONS AND GUIDELINES. **BOTH STUDENTS AND PARENTS SHOULD INITIAL EACH ITEM ON THE CHECKLIST.**

ONCE YOU HAVE READ ALL SECTIONS OF THIS DOCUMENT AND COMPLETED THE FORMS ON PAGES 15-20, PLEASE SIGN THE AFFIDAVIT AT THE BOTTOM OF THIS PAGE. **BOTH STUDENTS AND PARENTS SHOULD SIGN THE AFFIDAVIT.** THIS AFFIDAVIT, ALONG WITH PAGES 15-20, SHOULD BE COMPLETED AND RETURNED TO MR. GREENING NO LATER THAN **FRIDAY, SEPTEMBER 9TH, 2016.** THIS WILL COUNT AS THE STUDENTS' FIRST GRADED HOMEWORK ASSIGNMENT.

CHECKLIST: BY INITIALING NEXT TO THE LISTED ITEMS YOU CERTIFY THAT YOU HAVE READ AND UNDERSTAND THE RULES AND EXPECTATIONS FOR REGENTS LIVING ENVIRONMENT.

- | | |
|---|---|
| ____ / ____ Course Syllabus
○ Textbook
○ Course Description
○ Course Objectives
○ Required Supplies
○ Grading Policy
○ Classroom Website
○ Course Requirements | ____ / ____ Food/Beverage Policy
____ / ____ Communication Policy
____ / ____ Work Expectations and
Assignment Grading Policy
____ / ____ Online Resources Username and
Password Tracker |
| ____ / ____ Class Policies | ____ / ____ Student Survey |
| ____ / ____ Extra Help | ____ / ____ Parent Survey |
| ____ / ____ Lab Requirements | ____ / ____ Parent Contact Information |
| ____ / ____ Homework Policy | ____ / ____ Affidavit of Understanding |
| ____ / ____ Electronics Policy | |

*I _____, AND MY PARENTS, _____,
HAVE READ AND UNDERSTAND THE GUIDELINES AND EXPECTATIONS LISTED ABOVE FOR REGENTS
LIVING ENVIRONMENT. I AGREE TO ABIDE BY THESE EXPECTATIONS AND GUIDELINES
THROUGHOUT THE 2016-2017 SCHOOL YEAR AND CERTIFY THAT I HAVE BEEN GIVEN AN
OPPORTUNITY TO REVIEW AND CLARIFY ALL EXPECTATIONS AND GUIDELINES LISTED ABOVE.*

STUDENT'S SIGNATURE

DATE

PARENT'S SIGNATURE

DATE