MISS CASTRO • BIOLOGY
2006-2007 POLICIES

SUPPLIES
- Pen and pencils
- Highlighters
- 3-ring binder (1 inch)
- Composition Book
- Color pencils
- Markers
- Glue (stick or bottle)
- 6 inch ruler

TEXTBOOK
Books must be covered at all times. You must bring your textbook everyday to class. You will be notified when textbooks are not needed.

NOTEBOOK
Each student is to keep a 5 subject notebook. You will be responsible to keep ALL WORK (i.e. class notes, handouts, homework, quiz, etc) in this notebook. You need to have access to GLUE, SCISSORS, COLORING MATERIALS. DO NOT STAPLE IN YOUR WORK. Your notebook will be organized according to the date of the assignment. You must write the proper heading of the assignment and the date of the assignment. You will be informed when work will not be done in your notebook.

Notebooks will be graded on a daily basis. You must bring it everyday. The work found in the notebook and its organization is a big part of your grade in the class. You will be notified when notebooks are due.

It is not my responsibility when pages are missing, or when pages fall out of your notebook.

What am I looking for in your notebook:

- First 4 pages (front and back) reserved for a running Table of Contents (example of format below)

<table>
<thead>
<tr>
<th>Page #</th>
<th>Title of Assignment</th>
<th>Date Assigned</th>
<th>Complete</th>
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- All Course Overview and Policies Handouts glued in after the table of contents
- Pages are numbered continuously (both front and back of paper)
- Date of the assignment written on the upper right corner of work
- Title of assignment on the center
- All handouts glued into your notebook (even quiz and tests)
- A line drawn in between assignments

LAB REPORT
Formal lab reports must be typed. The format must be followed accordingly. (See Lab Guidelines). NO LATE LAB REPORTS will be accepted. If you are having a hard time with printing the lab report, please send me an electronic copy as an attachment to my e-mail, OR save it on a disk (floppy, CD, thumb drives) and bring it class.

Notes taken during lab are to be done in the notebook.