

*Welcome to Biology!*  
*Lake Weir High School*

*Ms. Santana*  
*Classroom 3-218*

## **Class Policies and Procedures**

The following information is designed to help you understand the policies, procedures and expectations of this class. Read and follow the School Rules that are listed in your Handbook, Agenda and Class.

**Course Objectives:** To learn Biology/ Natural Science terms and process via the study of laboratory activities, class projects, video materials, text book activities, report presentations and model projects. This study also includes critical thinking and laboratory project proposals.

**Required Videos, Readings, Units, and Projects:** You will be given detailed information on the various videos to study, reading assignments and projects as the course progresses. If you have issues with viewing YouTube videos, please contact me immediately. Reading assignments may be in your textbook, newspapers, journals, internet sources and more, and you will be given plenty of time to complete those assignments by the required date. We will complete a number of projects in class but some of these projects will require some individual work at home.

Units:

Quarter	Assessment	Unit/Organizing Principles	Chapter(s)
1	Comprehensive Standard Mastery Assessment	Introduction to Biology Nature of Science	1
1		Properties of Water Macromolecules	2
1	Quarterly Standard Mastery Assessment	Cell Structure & Function Immune Response (start)	3, 5, 31
2		Cell Structure & Function Immune Response continued	3, 5, 31
2		Plant Structure	21
2	QSMA 2	Cellular Energy	22.2, 4
2		Human Reproduction (start)	34
3		Human Reproduction	34
3		Genetics and Meiosis	6, 7
3		Molecular Genetics	8, 9
3	QSMA 3	Evolution Brains	10, 11, 12, 29.4
3		Classification and Taxonomy (start)	17, 18.4, 19.1, 19.5, 20.2, 23.1
4		Classification and Taxonomy	17, 18.4, 19.1, 19.5, 20.2, 23.1
4	End of School Examination	Ecology Cardiovascular Health	13, 14, 15, 16, 30.4
4		Biology Projects	

**Supplies:** You have been provided with a supply list that is necessary for this class. Please be sure to have the required supplies in class with you each day.

**Team Work:** Although you will be personally responsible for your own work, study groups and collaboration will be a great way to learn this information. You will find that regular set times for study group work will greatly benefit your learning experience. This occurs in college and you should develop your group quickly.

**Class Rules:**

1. **Be on time** and come to class prepared. This includes having your text book, agenda, paper, notebook, pen (standard blue or black ink only), sharpened pencil and any class work that is required.
2. **Listen** to and follow directions the first time they are given. You are responsible for the information that is given in class.
3. **Respect** individuals and their property. You are expected to conduct yourself in a responsible manner.
4. **Be in your seat before** the tardy bell rings. The school tardy policies will be followed.
5. **Prepare** for class. Throw away trash and sharpen pencils before or after class or when given permission. Do not disturb class to do these tasks.
6. **Talking** is not acceptable during class instructions, lecture time, tests, quizzes, and announcements. You will have plenty of time to talk so please be respectful during these times.
7. **Electronic Devices** will be turned off and out of sight. This includes wires hanging out or any other visible signs. There will be a number of opportunities for you to use your phones in class but plans can be altered if abused so be respectful.
8. **Follow** all Lab Work Rules and Instructions.
9. **No eating, drinking, chewing gum or grooming** in class.
10. **Raise** your hand if you want to participate in class. It is right to be polite.
11. **Work** that is to be turned in must be clear, clean, legible and on the acceptable paper. If the work is illegible, it will receive a zero.
12. **Report** any injuries or accidents immediately.

**Attendance and Make-Up Work:** **YOU are responsible** to find out what you have missed. You must make up the missed work within 3 days of your excused absence or you must make arrangements to make up tests, quizzes or project within that 3 day period. This may include having to schedule time before or after school to take tests and quizzes. If you schedule anything before school, make sure you obtain a hall pass the day before. I will not chase you down for make-up work. If you choose not to do the work, you will receive a zero for the missed work.

**Tardy Policy:** The tardy policy that is used by the school will be followed in this class. Please refer to your handbook and agenda for this policy. Since a tardy student can be very disruptive to class, make sure you keep track of time in the hallway

**Homework Policy:** You will have homework to complete for this course. Each homework assignment will include what is expected and the day it is due. **Each and every day you have homework!** If you do not have a specific class assignment to be turned in, you should take at least ten minutes (or more) to look over new vocabulary or to review information we have worked with in the past. This course contains a great deal of terminology and vocabulary that requires time to learn. If you take that ten or more minutes each day, you will find that you will be much more successful in this class and in school.

**Late Work:** Assignments are to be completed as directed and turned in by the due date. You may turn your work in ONE day late for a 10% penalty which means that you can receive a maximum of 90% on your one-day-late work. After that time, the work will receive a zero.

**Deadlines:** Some assignments will be given a deadline for completion. NO work will be accepted after the deadline. You will have time to turn the work in before the deadline so make sure you schedule your time wisely. What would happen if you worked for a newspaper and missed your deadline?

**Assignments:**

1. Work is to be completed in standard blue or black ink pen or pencil unless instructed otherwise.
2. No correction fluid or tape (wite-out or white-out type) is to be used on your work. To correct mistakes, draw a single line through the mistake and continue on with your work.

3. Work should be neat and complete. Do not use spiral paper that leaves torn edges. If you must use this type of paper, please cut off the fringe.
4. Doodling is not acceptable on work that is turned in. This will be returned for recopy and therefore possibly late.
5. Identify Each page of your work and staple pages together before turning them in. Do not risk losing part of your work.

**Laptops in Class:** Laptop computers are allowed in class for note taking and various projects including some web-based projects. This is a privilege and therefore any misuse will result in loss of that privilege. Laptops can be a great tool but this comes with a great responsibility. No game playing, web surfing at unapproved times or other inappropriate use of the computers will be allowed in class. Violation of this rule will result in immediate loss of privileges. Please keep in mind that you will be responsible for your own computer.

**Grading System:** Grades are calculated by the District computer system. Categories that are used for this class are as follows:

Scale		
Tests, Projects, Presentations . . . . .	50%	A = 90 - 100
Class/Daily Assignments, Quizzes . . . . .	40%	B = 80 - 89
Homework . . . . .	10%	C = 70 - 79
		D = 60 - 69
		F = 0 - 59

Grading will be based on a point system within each category. Each activity will be worth a certain amount of points. If an assignment is worth a total possible 10 points and you receive 9 points, you will have 9 out of 10 points =  $9/10 = 90\%$  for that assignment. The activity (test, quiz, class assignment etc.) is placed into one of the categories and each of the categories is worth the percentage of the total grade.

**Tests:** The tests for this class will include both multiple choice questions and essay. You will have the opportunity to make test corrections for the multiple choice portion for  $\frac{1}{2}$  credit added back to your grade as long as you follow the required format and meet my conditions. The following will need to be accomplished for you to earn some of your points back:

1. You will have only 7 days from the time you get your test results to complete the set of corrections. There are exceptions to this but you will need to contact me immediately.
2. You may only complete the corrections in my classroom at a SCHEDULED time before or after school. Note that before school is better for me.
3. You will only have one session of test correction per exam so you will have to complete all your correction work in the one scheduled period of time. Get as much accomplished as you can during that time so you will want to prepare for this ahead of time.
4. You may use your book to look up answer but you can only work by yourself during the scheduled correction time.
5. If you schedule a time for correcting your test and you do not show up, you will not be able to reschedule. This is a privilege so if it gets abused, it will no longer be an option for the class.

You will need to use the form that I set for making your corrections and I will only accept professional work (hand written but neat) but it can be in pencil or appropriate pen. The form includes the following:

- a) writing out the question
- b) writing out the answer completely (as well as the letter of the correct response).
- c) explain in detail why the answer you selected was incorrect. This means explain not  
just rewrite the correct answer.
- d) the page in your text book where the information is located.

**Laboratory Policies and Procedures:** Throughout this class we will be completing a number of lab activities. You are to read, know and follow all the Lab Safety Rules and Procedures (on a separate sheet). If you miss a lab, you are still responsible for the information and the assignments related to the lab so you may have to schedule to make up the lab activity after school. Laboratory work is classified under the projects section of grading so it is the same as a test grade.

**Group Work:** There will be a number of activities that require you to work with a partner or in a group. With some of these activities, I will allow you to select who you wish to work with and other times I will place students in groups to work together. You are expected to be able to work with anyone in the class. In laboratory work, you will be working in lab groups BUT you will be expected to write your own lab report or complete your own work. There will be times when you will share information but the only things that are expected to be the same are the procedures and data. The discussion of data results and conclusions are all expected to be your own work.

**Plagiarism and Turnitin:** Claiming someone's work as your own or not giving credit for ideas, information and more is considered plagiarism and will be reported accordingly. We will go over in detail, how to avoid plagiarism and appropriate citation requirements. For some work in this course, you will be required to submit your work to Turnitin.com for review.

**Internet Access and Technology:** There will be a number of activities and assignments that will need internet access and the use of technology such as a computer and printer. Due dates and deadlines must be met BUT technology issues or problems will not be accepted as an excuse. With any of these activities and assignments, some class time will be provided and you have access to all you need at school. You must plan your time wisely to make appropriate accommodations if technology is an issue. Check with your friends, go to the public library or seek out the resources you need. I am available some afternoons for you to come into class and use the class computers.

**Signature Page of Acknowledgement:** You are to read and follow the above set of class policies and procedures. Please sign the signature page of acknowledgement and fill in the appropriate information. This page will be kept on file through this school year. The signatures acknowledge that you have read and agree to follow the class policies and expectations and the laboratory safety rules. You must return the acknowledgement page to me by the end of the first week of school.

**Contact:** Please feel free to contact me at Ivonne.Crespo@marion.k12.fl.us or by phone at the school. You may also find useful information at the LWHS website.

-----  
=====

By signing below, I acknowledge and assert that I have read and understand **Ms. Santana's Biology Class Policies and Procedures** and agree to follow the rules and procedures.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date

**TURN IN DUE ON 14AUG17!**