**Course Description:**

This course is currently based upon the 2015 Alabama Course of Study objectives for Biology. For a detailed list of objectives, please visit http://alex.state.al.us/.

**Personal Materials: Optional Materials: (May be submitted to earn rewards)**

1 science notebook 1 roll of paper towels

 1 scientific calculator 1 pack of cleaning wipes

1 pack of pencils or pens 1 pack of plastic cups

 1 pack of dry erase markers

 1 bottle of hand sanitizer

 1 pack of disposable plates

**Grading Procedures and Scale**

All assignments and activities are graded on a point scale; however, each type of assignment is not equally weighted when grades are calculated.

|  |  |
| --- | --- |
| **Exams, Quizzes, and Projects** | **70%**  |
| **Class Assignments** | **30%** |
|  Class Activities, Lab Experiments, Homework, etc. |  |
| **Total** | **100%** |

|  |  |
| --- | --- |
| A | 89.5-100% |
| B | 79.5-89.4% |
| C | 69.5-79.4% |
| D | 64.5-69.4% |
| F | 64.4% and below |

**Daily Classroom Procedures**

Upon entering the classroom each day:

1. Find your seat and take out all needed materials for the day (e.g. pencils, paper, science notebook, etc.).
2. Complete bell work individually unless otherwise instructed.
3. Participate in and complete all activities of the lesson to the best of your ability.
4. Clean up your area and arrange all materials for the next class.
5. Begin working on homework or read while waiting for class to be dismissed.

**Classroom Management Plan**

1. Verbal reprimand
2. Conference with students and parent contact
3. Withdrawal of privilege(s) with parent contact
4. Other consequences determined to be reasonable and appropriate by the school administration

**Being Unprepared for Class**

Students are expected to come to class prepared to fully participate in the activity, lesson, or discussion. If a student is unprepared for class, they should ask other students for any materials BEFORE asking the teacher. I have very limited amounts of daily supplies.

**Tardiness**

Students are considered tardy when they enter the classroom after class has begun and must bring a pass to class in order to be admitted. Please refer to the school tardy policy for sequential consequences.

**Leaving the Classroom**

Students are expected to remain in the classroom at all times during the block. If a student needs to leave the classroom for any reason, he or she must obtain the permission of the teacher.

**Absences**

Assignments and activities completed while the student is absent automatically fill in as “0.00” in the grade book until an appropriate excuse is provided to the front office. Grades will be entered once work is completed.

**Final Exam Exemption Policy**

Students are eligible to exempt the final exam if they have earned an **85% or higher** as the final grade for this course.  Attendance and full participation in reviews and assignments for the class leading up to the day of the final exam are required.

Any of the following will **EXCLUDE** a student from exempting the final exam:

* More than five **EXCUSED** absences (includes doctor notes)
* Any **UNEXCUSED** absence
* Assignment to In School Suspension (ISS) for 3 days or more
* Any Out of School Suspension (OSS)
* One or more days of Alternative School placement
* Not participating in the state standardized assessment for their grade level including all subtests (10th PreACT, 11th ACT with Writing, 12th WorkKeys)

**Late Work**

Most homework assignments have a late period where work can be submitted for full credit after the due date. Once this period ends, assignments will not be accepted. All assignments are expected to be turned in on the day they are due. Late work periods, excluding homework, and point deductions for projects will vary and will be detailed on the project assignment sheet.

**Make-up Work and Tests**

After an absence, it is the *student’s responsibility* to collect make-up assignments. Each day, all assignments are filed into a folder system near the door of the classroom. Upon returning from an absence, a student should--

1. Visit the folder system near the door. Get one copy (as needed) of any materials included in the folder for the missed day(s). Note that some days do not have handouts.
2. During an **appropriate time** (before class, after class, or during independent work time), ask your classmates about any missed work.
3. See Mrs. Haley before or after class or school if you have questions about any assignments.
4. Complete the work in a timely manner.
5. Submit the work (if applicable). It is your responsibility.

Students with excused absences have no more than **three school days** upon returning from the absence to submit make-up work for credit unless granted an extension by the teacher. All tests are expected to be completed on the day they are given. If a student is absent the day before the test but present the day of the assessment, they will be expected to take the test as scheduled. If a student is absent the day of the test, they will need to schedule a time to make up the test with Mrs. Haley (during refuel at the discretion of the teacher). Only students with **excused** absences will be able to make up missed assessments. In the event of an emergency or extenuating circumstances, please notify Mrs. Haley as soon as possible so that accommodations can be made.

**Use of Textbooks**

Each student may elect to be issued a textbook at the beginning of the semester and is responsible for the textbook until it is returned. If textbooks are not returned in the originally issued condition and in a timely manner, the student will be responsible for replacing or repairing any textbook that is checked out under their name.

**Use of Electronic Devices**

Only school-issued devices will be allowed in the classroom. Cell phones and earbuds/headphones will not be allowed to be used during classroom instruction time. Phones and earbuds/headphones will be put away in a location designated by the teacher and placed in silent mode. In secondary schools, students will have access to their phones and earbuds/headphones outside of classroom instruction time such as between classes and lunch. Failure to follow these procedures will result in consequences in the classroom management plan.

**Academic Dishonesty**

Academic dishonesty is cheating and is unacceptable in my classroom. Students should always be responsible for their own work and assignments. Acts of academic dishonesty include but are not limited to the following:

* Exchanging papers with another student
* Using unauthorized notes, books, devices, or calculators during an activity or exam
* Copying work, including homework, from another student (even if you are in another class at the time)
* Talking or communicating during times when sensitive graded work is given

**Reward System**

I have a somewhat extensive reward system in place in my classroom. Students can earn rewards for grades, activities, and acts of random kindness. These rewards can be kept, redeemed, or transferred at the discretion of the student. Some limitations apply, and I reserve the right to alter the system as needed.

*\*\*I reserve the right to alter or modify these classroom procedures at any time.\*\**