Biology course syllabus 2015-2016

 Skyline High school

Instructor: Kristie Caldwell

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Rooms: 230, 234, 237 & 242

**Welcome to Biology!**

Biology is the study of living things and how they interact with their environment. This year we will delve into the processes that allow life to continue and change. We will look at how animals and plants interact and provide food and necessary chemicals for each other, how organisms pass on genetic traits to their offspring and how organisms adapt to their ever-changing environments. In the end, you will have an understanding of the ways many different forms of life interact and depend on each other and how these interactions affect the world in which we all live, and ultimately YOU!

![C:\Users\caldwell_kristina\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\G61THFET\MC900232341[1].wmf]()During the 1st semester we will be focusing on the following topics:

* Science Skills & Scientific Method
* Ecology
* Photosynthesis & Cellular Respiration
* Cells & Cell Processes

During the 2nd semester we will be focusing on the following topics:

* Biochemistry
* DNA & Protein Synthesis
* Genetics & Genetic Engineering
* Natural Selection

***Classroom Procedures***The following procedures are in place to ensure all students have an equal opportunity to learn:

1. Please be **in your seat** and **ready to learn** (all materials out and ready) **when the bell rings**.
2. **Be Safe:** Follow all lab and classroom safety and learning procedures.
3. **Be Respectful:** To each other, to your instructors, and of the materials in the room.
4. **Be Responsible:** For your words and actions. Be here, be ready and be a learner.

***Attendance:***

If you are absent, it is your responsibility to check the class website ([www.skylinebiology.weebly.com](http://www.skylinebiology.weebly.com)) to see what you missed **before the next class period.** It is also your responsibility to check the absence crate and pick up any papers you may need once you return to class, and to come up to me before or after class to make any appointments or to clarify assignments and due dates.  You may need to stay after school or during lunch to make up the work.  Sometimes you will be able to get what you missed from a classmate.  It is your responsibility to make sure you understand the information or seek out your instructor to get help.

For other attendance policies please refer to student handbook.

***Tardies*:** Tardies disrupt the class and are disrespectful to the instructor and your fellow classmates. If you are tardy you need to turn-in a pass (see passes). When you come in tardy you need to quietly enter the classroom and quickly and quietly take your seat. The consequences for being tardy are as follows:

* **1st Tardy:** Surrender one hall pass-or- stay 5 mins. after class if you do not have a hall pass.
* **2nd Tardy:** Call home to parent / guardian
* **3rd Tardy and any additional Tardies:** Call home to parent / guardian & behavior referral to administration

***Makeup/Late Work Policy:*** I expect you to have your work turned in on time. **Anything not turned in by the due date will result in a reduction in grade.** I will accept late work up to two class periods late with a reduction of 25% the first class period and 40% on the second class period. After two class periods, the assignment will become a zero in the gradebook.

If you miss class, make sure you contact your instructor by email immediately with any questions or clarifications of assignments or due dates. It is **your** responsibility to keep up with the class even if you have been absent. If you have an excused absence the day something is due, it is your responsibility to turn in the work the day you return.  If you have an excused absence on the day something is assigned, it is your responsibility to obtain the assignment, (either from the website or the absence crate), and turn it in the very next class.  In other words, for each excused absence, there is one day allowed for make-ups. **If have an excused absence for a quiz or lab, you may make it up, if you skip class when there is a quiz or lab, you cannot make them up.**

Please check the website ( [www.skylinebiology.weebly.com](http://www.skylinebiology.weebly.com)) when you are absent or need clarification on a due date or assignment. The website also contains instructional videos and reference material you may find helpful when you are working on assignments.

***Hall Passes:* *Please take care of anything you need to do during passing period. It is important that you are in class for the full 90 minutes.***

You receive 4 passes this semester. You may use these passes to leave the room to go to the restroom, get a drink, make a phone call, or go to your locker. Once you have used all 4 passes you may no longer leave the room during class time. If you do not have your passes with you, you may not leave the classroom. Your time out of class may not exceed 10 minutes. If you are gone longer than 10 minutes, your pass privileges will be revoked. Please plan to take care of all of your needs during passing period and use your 4 passes only in an emergency situation. Again, if you are not in class you are not learning. So, minimize your time spent out of class in order to maximize your learning time. Any passes left at the end of the semester may be turned in for extra credit.

***Grading:*** Your overall grade is broken down into the following categories and weights:

* 35% Tests, quizzes
* 25% Projects & Lab Reports
* 20% Daily work: homework, classroom activities, warm-ups, class discussion, binder, check-outs, timesheets
* 20% Semester Final Exam

Keep in mind that how you do on your assessments depends largely on how much effort you put into your daily work. So, even though the daily work is only worth 20% in the grade-book, your efforts in this area will also be shown in your assessment scores, which are worth considerably more.

***Materials:***  I expect you will have your required materials with you every day. I do not have pencils or pens for student use. Your binder and notebook need to be organized and with you on a daily basis.

The following materials are **required** for this class:

1 ½ inch binder, loose-leaf paper, pens and pencils, tabbed dividers for your binder, composition notebook

The following materials are **helpful**, but not required:

Calculator, colored pencils, hand-held pencil sharpener

***Music Policy:*** Any musical electronic devices will only be permitted in class during times the instructor deems appropriate.  You will **NOT** be allowed to listen to music at any point in class when the instructor is giving direct instruction. If the instructor allows music, only one headphone or earbud is allowed to be in at a time.  If you have any electronics out during class at an inappropriate time, or if your use of an electronic device during appropriate times is excess/distracting/impeding work, you will be asked to take the device to the main office.  If you continue inappropriate use of your device(s), further actions may occur, which may include but are not limited to, a meeting with the administration and/or your parent(s).

***Cell Phone:***Cell phone use **(texting, social media and phone calls)** will not be permitted in class, with exception of the music policy (refer to music policy above).  Please keep your cell phones on silent or off and in your book bag. You may not have your cell phone, or any other device, on your desk or out of your book bag unless explicitly told you may do so. If you have your cell phone out during class, and/or you are using your cell phone when you should not be, you will be asked to take the device to the main office.  If you continue inappropriate use of your device(s), further actions may occur, which may include but are not limited to, a meeting with the administration and/or your parent(s).

***Extenuating Circumstances:***If you have extenuating circumstances please let the instructor know as soon as possible, either in person or by email. We will work together to make sure you stay caught up with class during this time. Please do not fall behind before asking for help. It is much more difficult to catch up than to stay on top.

***Tutoring:*** The instructor will be available upon appointment during the lunch period, and before or after school.  If you need additional time, please contact me in person or by email.

***Class Website:***  This website is a valuable place for daily class information and additional resources.

Mrs. Caldwell’s Website : www.skylinebiology.weebly.com Please check the website when you are absent or need clarification on a due date or assignment. The website also contains instructional videos and reference material you may find helpful when you are working on assignments.

**Tips for Parents of Biology Students:**

The following are steps you can take to make sure your student is successful!

**The classroom website is** [**www.skylinebiology.weebly.com**](http://www.skylinebiology.weebly.com) **Please access this site for announcements, assignments, due dates, instructional videos, & reference material.**

1. Check your students’ grades on Infinite Campus.  <http://shs.stvrain.k12.co.us/> You are able to access your student’s grades and attendance daily.   Please use this tool to monitor your student’s progress in this class.   There is also an app you can download for your phone.

2. Check that your student always has an **organized** notebook. Your student should be able to show you what they did in class each day. We will reference many of the notes, past assignments and vocabulary frequently and it is imperative that students have an organized and complete notebook to be successful.

4. Log on with your student to the online book and resources site at [www.pearsonsuccessnet.com](http://www.pearsonsuccessnet.com). There are many resources you can access with your student if he/she needs supplemental help.  Students will only receive hard copy books by request.

5. Monitor your student’s attendance.  If your student is absent, it is his/her responsibility to check the website and the absence crate for assignments, notes, labs and assessments missed. Students are encouraged to contact me by email, or in person before or after class, for clarification or extra help on any assignments. If your student missed a lab or assessment, he/she will need to make these up before or after school by appointment. Please excuse your student’s absences within 48 hours.  After 3 unexcused absences I will be contacting your student’s administrator regarding their attendance.

6. Also please note the portion on “Electronics”.  Phones and music are a huge distraction for most students.  They should not be using their phones or listening to music during class. It is a school policy that students will be asked to take their electronic device to the office if they are using it inappropriately. Your support on this matter is appreciated. If electronic devices become a problem for your student in class, I will be contacting you and your student’s administrator to develop a plan for monitoring their electronics use in class.

7. Please don’t hesitate to email me if you have any concerns or questions: caldwell\_kristina@svvsd.org

**PLEASE SIGN TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD ALL OF THE BIOLOGY DEPARTMENT EXPECTATIONS.**

Please cut on this line and return the bottom portion to your instructor.

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Student’s **Printed** Name                                                                Class Period

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Parent/Guardian Signature Date

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Student Signature