DISCLOSURE STATEMENT

 Biology 2015-2016

Mrs. Elaine Hardman – Room #1123

e-mail: eva.hardman@canyonsdistrict.org

**Class websites**: biofunhardman.weebly.com *also* <http://canyons.instructure.com>

 **Office hours:** 7:10 – 7:40 – Mon., Wed., Fri.

 2:30 – 3:00 - Mon. – Fri. ( by appointment )

# COURSE DESCRIPTION

Welcome to Biology! This year we will begin an exciting adventure studying biology and basic structures and processes essential to life. Through your participation in this class, you will gain knowledge and understanding of living systems and the skills to solve problems relating to life on Earth.

There is a $10.00 fee required for all Science courses. Fees are paid during in the main office, before or after school or during lunch.

# EXPECTATIONS

You will be expected to dedicate yourself and your time to this class. That means consistent and concentrated study and preparation on a daily basis. Tests will incorporate material from the homework, handouts, discussions, activities and laboratory work. Quizzes will be given daily, and will cover material from the previous lesson.

**EARNING MY GRADE & HOW IT WILL COUNT**

**Summative assessments (Test): 60%**

This includes all Unit tests. Summative assessments are used to determine whether the student has mastered the content and skills in each unit of study. Students scoring below 90% on a Unit Test may come in during engagement time within one week of taking the test, and retake the test. It is up to students to review materials prior to the retake so that their test score on the retake is better. Through participation in test retakes, students can bring their grade up to, (not to exceed) 90%.

**Formative assessments (Quizzes): 10%**

Quizzes are generally given daily, and cover material from the previous class lesson. Quizzes are not eligible for retakes. Quizzes are used to provide the student with feedback about what they are learning and what they need to focus on to improve their understanding of the concepts being taught

 **Formative assessments: Assignments: 10%**

This includes all assignments in class, and out of class (homework). These assessments provide the student and teacher with feedback on whether he/she understands concepts being taught, and gives the students to practice and reinforce what they are learning.

This work is due at the beginning of class. Assignments may be graded or merely checked for completion. Assignments are an opportunity for practice and feedback, it is highly recommended that students take notes and make corrections to work, as we go over the work in class. Assignments include projects, notes, assignments, and other homework.

**Labs: 15%**

This includes pre-lab preparation, following lab procedures safely and responsibly participating during the lab, post-lab clean-up, post-lab write-up, and lab submission.

Inappropriate/unsafe behavior during a lab will result in student(s) completing an atlternate assignment. Parents will be notified by email, phone call etc. of the problem that occurred and consequences to the student. If the student(s) misbehave in future labs they do so at the risk of being excluded from all future labs.

Students who are absent and miss a lab, will be given an alternative assignment.

**Participation: 5%**

This includes being on task, being prepared (bring binder, paper, something to write with) daily. This includes following instructions the first time they are given, maintaining self-discipline to ensure minimal distractions in class. Any discipline or problems with poor behavior, unexcused absences and/or tardiness will be part of the participation grade.

Students earn **10 points** a day for participation, if they are tardy, they lose **5 points**, if they are over 5 minutes late this counts as an absence and they will lose all 10 participation points. Lack of participation in class including, but not limited to, sleeping, playing games, texting, talking on cell phones, working on another subject, or being off task, will result in the loss of up to **10 points** (or the total participation points for that day). *Remember a tardy can only be excused through a note from a counsellor, attendance office (check-in or check-out) or an administrator*.

Students who are participating in school authorized activities will be excused*.* ***They are required to make up the work they miss****.* Missed assignments will be made up according to the make-up work guidelines explained below. (see: Alta Student Handbook)

If it becomes necessary for a student to leave school during the school day the student must check-out through the attendance office. (see: Alta Student Handbook). All make up work guidelines will apply. Failure to check in or check out according to the guidelines in the Alta Student Handbook will result in the student being marked truant.

# Grading Scale

 A 100-93 B+ 89-87 C+ 79-77 D+ 69-67

 A- 92-90 B 86-83 C 76-73 D 66-63

 B- 82-80 C- 72-70 D- 62-60

 F 0-59

**Homework**: Homework will be due on the due date. No late work will be accepted except with the attachment of a late work voucher (oops pass).

**Make Up Work:** If students missed class , the work that was to be turned in that day must be handed in before the Unit test is given on the unit that the homework is part of. If the student is absent, for an extended period of time, the student who was absent must talk to the teacher the first day they return to class so that make-up tests and assignments, and deadlines can be established. Work missed due to truancies may not be made up. ***Late work that is not submitted on the due date may be turned in up until the day of the unit test for that homework, work handed in at that time will receive a reduction in points.***

**Collaboration/consultation:**  If you need extra work time, to make up a test, quiz, hand in make-up work, receive extra help, or have questions about missing assignments etc. due to absences, you **will need to see me during office hours 7:10 A.M. – 7:40 A.M. Monday, Wednesday, or Friday in room #1123**. I will not use class time to address individual issues.

**Tests and Quizzes:**  Students that know ahead of time that they will be absent on the day of a test/quiz may take it early, if they make arrangements with the teacher, ahead of time. If the student misses class on the regularly scheduled test/quiz day, they need to make up the test during office hours. Tests/quizzes must be made up within one week of returning to class after an absence.

**Cheating**: The first time a student is caught cheating on any quiz, test, or assignment, they will receive a zero (0) for that assignment. A student caught cheating a second time will lose all points for the assignment on which the cheating occurred, and parents will be notified. If cheating occurs again, the student will, be removed from class, will receive a zero on the work in question and require a meeting with teacher, student, parent, and administrator. In the meeting a signed intervention contract, will be required. Part of the intervention may necessitate student removal from class, or transfer into a different class or different teacher. Students who are cheating on work from other classes will have their work confiscated and their teacher will be notified.

**Evaluating Student Work:** In order for students to receive timely feedback on their class work, and their progress, students will upon occasion, evaluate and grade their own work and the work of other students in the class. Students are expected to use **Skyward** access on a weekly basis, to stay notified of their standing in the class. Access to **Skyward** is available in the library or at home. Students may come in before school to check their grades, with me, during regular office hours. Teacher must be notified of possible errors on **Skyward** *as soon as possible,* of the score being entered on **Skyward**, for corrections to occur. It is critical to keep current on all work and check for errors regularly on **Skyward** so that the grade seen by you and your parents reflects how you are actually doing.

.

**CLASSROOM BEHAVIOR:**

* Respectful behavior will be exhibited to the teacher and other students.
* Students will not wear hats, use cell phones, or MP3 players/I-pods unless authorized.
* The teacher will confiscate these items from students if students are using them, without teacher authorization. Failure of students to give the teacher the item, when requested, will be considered insubordination, and will require an office referral, and possible suspension. (see; Alta Student Handbook)
* Students will bring , paper, homework and writing tools each day.
* Students shall comply with Alta High School discipline and dress standards as described in the **Alta Student Handbook,** these standards will be enforced in the classroom.

As students follow the outlined rules, they will be trusted by teachers, peers and parents and will have confidence in themselves and their abilities.

If you are having problems in class please make arrangements to come in and speak to me about them before school, during office hours. Please do not wait until it is too late or the problem is too big to deal with. If parents/ guardians need to communicate with me, please call the school, talk to me on the phone or set up an appointment for a conference (meetings by appointment only). I can also be reached at my e-mail address.

### Student Responsibility

**I am the one and only one person who has the power to decide what I will be and do. I will accept the consequences for my decisions. I am in charge of my learning and conduct. I will be honest with peers, teachers, administrators and staff. I will respect the rights of others and will be a credit to myself, my family, and my community.**

*Detach this section and turn it in to the teacher*

 BIOLOGY

 MRS. HARDMAN

 ROOM #1123

**PLEASE RETURN THIS PAPER TO MRS. HARDMAN**

*We, the undersigned, have read and understand the policies relating to Biology at Alta High School.*

Student Name (please print first and last name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent/guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*This is an assignment, worth points and is due by **8/25/2015**

Period \_\_\_\_\_\_\_\_\_