

# Biology Syllabus



## Contact Information

**Instructor:** Lisa Cook

**E-Mail:** [lcCook@haywood.k12.nc.us](mailto:lcCook@haywood.k12.nc.us)

**Office Hours:** Due to a constantly changing daily schedule, email the instructor(s) to set up a meeting time for non-emergencies. We are very responsive to emails, & will normally get back to you that day to set up a time that works best for all of us.

**Google classroom code:** tfjvmwi

## Required Materials

**Notebook** – A 3-ring binder with tab dividers for organizational purposes.

## Grading Determination & Scale

Grades are maintained & averaged using the NCED/Cloud (PowerSchool) grade recording system (NOT Classroom).

25% of the final grade for all classes in North Carolina public high schools is determined by the End-of-Course exam score. The remaining 75% of the final grade is the following categories:

<b>Tests:</b>	25%	<b>A:</b> 100-90
<b>Quiz:</b>	15%	<b>B:</b> 89-80
<b>Lab &amp; Notebook Check:</b>	20%	<b>C:</b> 79-70
<b>Classwork:</b>	40%	<b>D:</b> 69-60

## Lab Protocol

Most days, we will have a(n) activity/lab to conduct at the lab stations. Clean-up will be expected of each group at the end of these activities/labs, which include:

- 1) Leaving the lab station like it was at the beginning of class.
- 2) No solids in sinks/drains.

## Attendance & Tardies

### **Biology Attendance**

Due to the fact Biology has an End-Of-Course exam, it is STRONGLY recommended that you attend class every school day to stay current on the material covered.

We will be learning material at a consistent pace, so there will NOT be a lot of "down-time in class". Missing chunks of material will hinder your progress &, depending on the amount of material missed, it can be difficult to catch up.

### **THS Attendance Procedures**

**\*\*TARDY POLICY:** Classes should begin when the bell rings. Students will report to class on time. Being punctual is a habit worth developing. Students should arrive at school and report to each and every class on time. Students arriving late cause a disruption, which takes away from other students as well as their own education.

Students arriving late to class should report to Room L3 (ISS) and receive a check-in slip provided by Mr. Ross. The student will then report directly to their scheduled class period.

Once a student exceeds six(6) tardies the following procedure is followed:

1. Tardy Seven (7) Lunch Detention
2. Tardy Eight (8) Lunch Detention
3. Tardy Nine (9) Lunch Detention
4. Tardy Ten (10) Lunch Detention
5. Tardy Eleven (11) 30min. Work Detail
6. Tardy Twelve (12) 30min. Work Detail
7. Tardy Thirteen (13) 1 hr. Work Detail
8. Tardy Fourteen (14) 1 hr. Work Detail
9. Tardy 15 and up (15) 1 Day ISS each.

**\*\*ATTENDANCE POLICY:** Haywood County Schools' policy #4400 specifies that a student with more than six (6) absences in a block course during a semester will not receive credit for that class. In order to be counted present for a class, the student must meet the attendance requirements established by the school. Any student absent more than six (6) days, excused or unexcused, in any class in a semester will need to follow the protocol below to ensure they do not fail due to attendance. Students with greater than 6 absences, but less than 10 absences will need to complete make-up time for absences 7, 8 and 9 during the attendance make-up blocks provided by the school. Students with 10 or more absences must make up time for absences 7, 8 and 9, and complete an appeal form to be considered by the attendance appeal committee.

## Biology Syllabus

### THS Make-Up Policy

It is your responsibility to keep up with the work you miss due to absences. Assignments with detailed instructions will be in Classroom, so check there first for details of material covered for day(s) missed.

**After** checking Classroom, if you are still unclear about your missed work, please email the instructor with specific questions & I will quickly get back to you.

#### **MISSED ASSIGNMENTS:**

A student is expected to make-up work for all absences. Students shall have two (2) school days per absence to complete missed assignments\*. A maximum of ten (10) days will be allowed for students to complete all missed work. Long-term assignments are exempt from the make-up consideration and are due as assigned.

\* Make-Up days for labs are built into our Bio calendar this year, which may fall after the 2 days; students will not be penalized for this.

#### **SCHOOL RELATED ABSENCES:**

Field trips and approved school functions will NOT be counted as an absence. All schoolwork missed due to an absence must be made up within two (2) days following the school related absence per school guidelines.

### Late Work Policy

We will be moving at a quick pace this semester, so it is important to turn in assignments when they are due so that you will not fall behind.

For those present in class, assignments not turned in when they are due will have a deduction of **20 points per day for the first five days.**

**Some but not all assignments will be accepted late. Assignments for which answers have been provided in class, or which has been used as a teaching tool in class will not be accepted late.**

## Biology Syllabus

### Academic Integrity

All students are expected to have integrity in their work and assignments that they turn in. There is a **ZERO** phone policy on test/quiz days; if a student is caught interacting with their phone in any way, cheating will be assumed, a zero will be given for the assessment, & guardian/parent will be contacted.

### Extra Credit (Privilege, Not A Right)

The only **guaranteed** extra credit this semester is if your parent/guardian signs up for Remind within the 2nd week of school.

**Extra credit** will be offered at the END of the semester, but will depend on student performance and participation. If the student has more than 3 incomplete grades (0's) in the class and has been lacking in participation in classroom discussions and assignments, then the student forfeits the right for extra credit.

### Phone Policy

The Biology Department phone policy has been put in place to decrease student distractions in the lab setting. Phone expectations in Biology class are as follows:

- 1) **First 5 minutes of class**, phones can be used to answer the BellWarmer Question in Classroom.
- 2) **After the 5 minutes**, phones should be placed in the assigned numbered slot in the "Cell Phone Parking Lot," where it can be plugged in for charging. Airpods/earbuds should be turned off and in your bookbag.
- 3) **Last 5-10 minutes of class**, students will answer their "Exit Tickets" for that day, show the answer to the instructor, & then retrieve their phone from the "Cell Phone Parking Lot."

Students will not be able to retrieve phones for any reasons other than those that are discussed & approved by the instructors.

Failure to comply with the above rules will first result in a verbal warning and then an Office Referral.