

# GENERAL BIOLOGY POLICIES AND PROCEDURES

BRIGHTON MERRELL (room 151)  
bmerrell@losal.org

## COURSE DESCRIPTION:

### A. Description

Biology is a two semester course lab-based class for college-bound students who wish to continue on into more advanced science classes. The sequence of the class is below.

### B. Sequence

#### SEMESTER I

- Introduction to Science
- Ecosystems Interactions
- Molecules to Cells
- Photosynthesis & Cellular Respiration
- Geologic Beginnings of Earth
- Evolution and Speciation

#### SEMESTER II

- Cell Division
- Genetics
- Gene Expression
- Homeostasis
- Feedback
- Stability and Change

## CLASS ASSIGNMENTS:

### A. Absences

Should you be absent, it is your responsibility to seek out missed assignments on the "Assignemnts" board, from fellow students, or from the calendar on the class website. You must have an excused absence. ***The number of school days absent is the number of days you have to make up the assignment.***

If a student is absent, they can copy another student's notes or come in before school or after school and copy the teacher's set of notes. Notes are also posted on the class website.

You are expected to take any **tests** on the day when you return from an absence. The dates for test and quizzes are posted on the class calendar. These dates are posted in the class at the beginning of every unit. The teacher may provide an extension depending on circumstances.

**If you are absent for a school sanctioned function, you are still responsible for getting the work completed as if you were in attendance.** This means you must get assignments before you leave. Students with less than a "C" should not attend field trips or miss class. Quizzes are online and posted for a minimum of three school days. Students are expected to have them completed by the deadline.

\_\_\_\_\_ Parent, please initial here.

\_\_\_\_\_ Student, please initial here.

### B. Late homework

Homework is stamped at the beginning of class. If you or the homework is not present it is considered late. **No late homework is accepted.**

The stamped homework log is collected on the day of the test **before** the bell rings.

\_\_\_\_\_ Parent, please initial here.

\_\_\_\_\_ Student, please initial here.

### C. Labs

All labs must be turned in **before** the bell rings. Any labs handed in after that is considered late and will result in loss of points.

A written assignment will be used instead of the actual lab itself if a lab needs to be made up.

Formal labs or projects must be turned in on the due date. **No exceptions!** However you can e-mail an electronic version of the **finished** lab or project before the start of school as proof of completion. Then you will submit a hard copy upon return to school.

Some laboratory investigations will require pre-lab work. Pre-labs are very small activities to be done at home. They will be assigned the day before and due on the day of the lab. If a student has not completed the pre-lab they might a) not participate in the lab but will have bookwork in lieu of the lab and/or b) lose points on the lab assignment/bookwork.

\_\_\_\_\_ Parent, please initial here.

\_\_\_\_\_ Student, please initial here.

You will conduct many laboratory investigations in this class. Should you be unable to behave in a proper manner during these times a parent or legal guardian must be present during the lab. Lab manuals are required for the day of the lab. Failure to clean up properly after a lab or any activity will result in a 50% loss on the assignment. This can be individual or for the entire class.

### D. Extra Credit

I will issue late passes to be used throughout the semester. Any unused passes at the end of the semester are extra credit. If a student misses an assignment, they can use one of the passes to be allowed to make up late labs **within one week of the day assigned**. Formal labs or big projects will require two passes. If you run out of passes you can still turn in the assignment minus 50%. **After one week, the late assignment will not be accepted.** The passes will not be issued until this form is returned with a signature. A copy of this is available on-line.

\_\_\_\_\_ Parent, please initial here.

\_\_\_\_\_ Student, please initial here.

### E. Notebook

A small portion of your grade will be a notebook. Every student is expected to take notes during lectures, do starters at the beginning of class, and participate in class activities. Proof of participation will be organized within a notebook. On test days, notebooks will be collected and points awarded. If a student is absent, they can copy another student's notes or come in at before school or after school and copy the teacher's set of notes. Notes are also posted on the class website. Lastly, participation can include in-class reviews or activities as needed to understand topics.

\_\_\_\_\_ Parent, please initial here.

\_\_\_\_\_ Student, please initial here.

## GRADING POLICY:

### A. Grade Notification

Grades will be available on-line through Aries and students/parents will receive the login information when available. You and your parents are responsible for keeping track of missing assignments and progress in the gradebook.

### B. Scale

A ranges from 89%-100%

B starts at 78%

C starts at 67%

D starts at 55%

F below 55%

\* Please be advised that I do not "round up". For example, if you have an 88.99% then you will still receive a "B" in the class.

### C. Breakdown of Points (Estimation by end of the semester)

40% Tests

10% Final

25% Labs

10% Notebook

10% Homework and Classwork

5% Quizzes

## STUDENT BEHAVIOR AND CLASSROOM POLICIES:

*Should I consider your behavior to be inappropriate at any time, I may require you to spend time in the discipline or counseling office. Should you choose not to comply with the below, I will refer you to your administrator that may result in harsher disciplinary action.*

- Come prepared to class.
- During lecture I expect you to be attentive. No one is permitted out of his or her seat during this time for ANY reason (e.g. pencil sharpening, throwing away paper, blowing your nose, etc.).
- Eating of food and drinking of beverages is allowed and chewing gum is allowed until it becomes a nuisance for me. If trash becomes a problem, then I will take away this privilege.  
**Note: During labs there is absolutely no food or drink!**
- No sleeping in class.
- You are **tardy** if you are not in your seat and working on your starter when the tardy bell is done ringing.
- You will be **marked tardy** if you stay in your previous class without first checking in with me to see if you can come late.
- There is plenty of time between classes to use the restroom. Excessive bathroom use will result in forfeit of time after class, at lunch or after school.
- Any damage to the bathroom/hall pass will result in loss of bathroom or locker privileges.
- Any work submitted without a name will result in a deduction of points.
- Work must be neat and tidy. Any work I feel is too messy will be handed back with no credit and is considered late.
- No writing on the desktops or lab benches. This will result in a behavioral report.
- Do not touch ANYTHING on my desk. These items are off limits.

- I will assign you to a team and I expect you to work in that team. As a team you gather data and but do the calculations and answer questions independently. You are expected to finish the lab before conferring with your lab partner. This means you work together **and not copy or cheat. Copying of labs, homework, tests, or quizzes results in a ZERO for all parties involved! No exceptions. DO NOT COPY. This includes any part of the homework, lab, or report. The Honesty Code (page 7 of the Parent-Student Handbook) will be strictly enforced.**

\_\_\_\_\_ Parent, please initial here.

\_\_\_\_\_ Student, please initial here.

- Per district policy, no music listening devices or electronic devices are allowed in the classroom. Any devices out and visible will be confiscated and taken to Campus Supervision. Please see the Parent-Student Handbook.
- Text messaging is **not** allowed in this classroom and any student caught text messaging **or** using his or her cellular phone will have it confiscated. This includes while using the restroom. ***Having phones out at all anytime during a test or quiz results in a zero on the assessment!*** Please see the Parent-Student Handbook for the specific consequences as discussed in class.

\_\_\_\_\_ Parent, please initial here.

\_\_\_\_\_ Student, please initial here.

**If you need to contact me or have any question please use my e-mail at:** [bmerrell@losal.org](mailto:bmerrell@losal.org)

Please indicate that you have read and understand the aforementioned by signing and having your son/daughter return this to me. A copy of this is available on my school teacher page under "Course Documents". Thank you.

Son/Daughter's Name \_\_\_\_\_

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

Parent Signature \_\_\_\_\_