

Biology
Ms. Bustos
Course Syllabus

Room: 126

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Description: Biology: "bio-" = life and "-ology" = study of

In other words, it is a branch of knowledge that deals with living organisms and vital processes. It includes an introduction to the scientific method, cytology, genetics, botany, zoology, ecology, taxonomy, evolution, chemistry, and microbiology. Course work, lab work, and examinations will prepare students for future science courses.

Materials: college-ruled notebook, pencil, pen, colored pencils or markers, and index cards (3 x 5).

Classroom Website: You may access my classroom website at the following address:

www.msbusters.weebly.com

You may use this website to get the syllabus, PowerPoints, lab directions, handouts, assignments, due dates, and announcements.

- A) Class Rules:** Your purpose for being in school is to learn. Any behavior that disrupts the learning process for you or your classmates will not be tolerated. The following behavior rules will be followed:
- 1) Bring a pencil or pen, and your class notebook to class **every day**.
 - 2) No cell phones, mp3/ iPod's, or cameras are to be used during class without permission.
 - 3) No cheating on tests, quizzes, or assignments. You will get a **zero!**
 - 4) Always cooperate and respect the right of others.
- B) Class Procedures:**
- 1) *Beginning class:* Students should be **in their assigned seats when the bell rings**. Students who are not in their seat working when the bell rings will be assigned a tardy.
 - 2) *Bathroom Passes:* Class time is very valuable. Students will be allowed to use the bathroom before or after class. I will allow eight "emergency" passes a semester. These passes will allow the student to leave during normal instruction time. After these passes has been used, the student must take a detention to leave the room.
 - 3) *Tardies:* Students who have received 3 tardies will be assigned a detention. This detention must be served within 2 weeks of the date the detention was received as per the school policy
 - 4) *Food and Drink:* Food, drink, and gum are not allowed in the science classroom.
 - 5) *Early Completion:* If work is completed early, please have free reading material or homework available. Headphones are not allowed during class hours.
 - 6) *Class Conclusion:* I will check to make sure the room is clean, and materials are back in their bins and will then dismiss the class. Students are to stay in their assigned seats until they have been dismissed.
- C) Discipline Plan:**
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| <ol style="list-style-type: none">1) Rewards for following rules:<ol style="list-style-type: none">i) Verbal and/or Written Praise.ii) Receive Outstanding Citizenship Gradeiii) Occasional Extra Credit. | <ol style="list-style-type: none">2) Consequences for not following rules:<ol style="list-style-type: none">i) 1st Offense = Verbal Warning (Redirect)ii) 2nd Offense = Teacher Conference and/or Seat Changeiii) 3rd Offense = Detentioniv) 4th Offense = Office Referral and Parent Contact |
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D) Grades:

1) In Class Work/Homework (30%):

- i) **Biology Notebook:** You are responsible for completing each assignment on time. I will stamp/grade each **completed** assignment as they are assigned (deadlines to get a stamp will be posted). All assignments are to be kept together, in order, and to be placed neatly in your notebook and turned in at the end of each unit. At the end of each unit, all assignments will be added to get your notebook total for the unit. If your notebook is late due to an **excused** absence, it must be stated on the notebook table of contents where it can be seen. **All other late notebooks will follow the late policy.**
- ii) **Homework:** Occasionally you will be assigned homework. I expect the work to be fully completed and turned in **by the start of class.**

2) Assessments (70%):

- i) **Projects/Labs (30%):** Throughout the year we will have variety of lab activities and projects. You are responsible for fully completing each one in by the given deadline. Dates of labs will be given in advance.
 - (1) **Please note: Some labs may contain perishable items and therefore will not be available to make up. Due to this, it is your responsibility to plan with the teacher if you will be absent on the day of a lab.**
- ii) **Quizzes/Tests (40%):** You are responsible for knowing the vocabulary and science topics that we discuss. Tests and quizzes involve a variety of multiple choice, fill-in-the-blank, matching, short answer, and essay questions. Test dates are given at least one week in advance. Quizzes may or may not be announced ahead of time (however, I do not give pop quizzes often) **If you are absent the day of the review, you WILL take the test on the scheduled day. If you miss the test day, you WILL take the test the next day that you show up for class.**
 - (1) Retakes: A Retake is a second chance for you to show your knowledge and understanding of a concept. Each student is allowed two Retakes per semester. However, you must meet the following criteria in order to retake a Test/Quiz.
 - (a) Criteria for Retake
 - (i) NO missing assignments
 - (ii) Proof of mastery- Can be done a variety of ways, come see me for details
 - (iii) Retake MUST be taken within one week of the test unless stated otherwise.
 - (iv) Can only be retaken once
 - (v) The better grade of the two tests will be accepted and recorded.
 - (vi) Finals are not eligible for retake

E) Grading Scale

90% -100% = A 80% - 89% = B 70% -79% = C 60% - 69% = D 0% -59% = F

F) Absences/Late Work:

- 1) You are responsible for making up any work that you missed. If you are absent on the day an assignment is due (but was present when it was assigned), you must turn it in on the day that you return. Excused absences will not count toward the late work policy.
- 2) **If you are absent, it is YOUR responsibility to find out what we did while you were gone...do not ask me during class...come see me on YOUR time. Absent work may also be found by looking on our class website, checking the worksheet folders, or by asking a classmate.**
- 3) Late work will be accepted under the following conditions:
 - i) Each day an assignment is late 10% **of what you earn** will be deducted.
 - ii) After five days all late assignments are worth 50% **of what you earn.**
 - iii) All late work is due **by the end of the unit!**
 - iv) Notebook are due at the end of the unit and **will only be accepted late for 1 week after the due date.** They are worth a lot of points! I highly recommend turning it in on time!
- 4) Excused absences will be allotted a number of days equal to those absent to turn in work before the late policy is applied.
 - i) Example: Student has excused absences for three days. They will be given three days to turn in missing assignments before the late work policy is applied.

Student Honesty Pledge

I hereby pledge, that in all my interactions within this classroom community:

- I will never misrepresent anyone else’s work or ideas as my own.
- I will always turn in individual work that is entirely mine, meaning I have done all work with my own hands and mind.
- Unless specifically assigned a group project, I will never turn in work done “with” someone else. I will not turn in work identical to another’s and say, “we worked together”, nor will I submit work done with or by another individual as my own work.
- I will never allow anyone to misrepresent my work as theirs.
- I understand that an unexcused absence for a test or assignment gives a score of zero.
- When taking a test or quiz, I will not communicate in any way with anyone else (written, verbal, signals, etc.) Doing so will result in a 0% on the assignment for both persons involved and an office referral.
- I will give proper citation to other author’s words, ideas, collected information, or creative work, whether obtained from written media, the internet, interview or any other media.
- I will make sure that papers or posters turned in by me constitute my thinking, not a rephrasing (or worse yet, the copying) of another’s work, even if I cite that work.
- I understand that the betrayal of academic honesty may lead to a zero on the assignment, an office referral and/or failure in the course.

I have read and understand the procedures for Ms. Bustos’ science class and have shared them with my parents.

Student’s Name: _____

Student’s Signature: _____

Parent’s signature: _____

To ensure that parents/guardians and students are aware of the guidelines and expectations for this class, please sign, date and return this page only with your student. Students receive homework credit for returning this sheet. I appreciate your time and cooperation.

Student Name:

Print: _____

Student Signature: _____

Date: _____

Parent/Guardian 1:

Name Printed:

Relationship to Student:

Signature:

Date: _____

Parent/Guardian 2 (Optional):

Name Printed:

Relationship to Student:

Date: _____

Please complete the following information:

Email: _____

Phone Number: _____ Name of phone's owner: _____

Best way to reach you? (Please circle) Phone Email

Is there anything you feel I should know about your child to help them be more successful in my class?