Class Syllabus: AP-DC Biology

Teacher: Ryan Owens

Classroom Goals
- Gain factual knowledge (terminology, classifications, methods, trends)
- Learn fundamental principles and theories
- Learn to apply course material (to improve thinking, problem solving, and decisions)
- Acquire skills in working with others as a member of a team
- Demonstrate mastery of course concepts through successful completion (score of 3 or higher) of the AP Biology exam.

Guidelines for Success
- Pay attention and take class notes.
- Complete all classwork and homework before it is due.
- Study for test and quizzes.
- Make-up all work missed due to absences as soon as possible.
- Have academic integrity and own your work.
- Check Schoology agendas daily even when absent.

Classroom Rules
1. Be Safe
   - Keep hands, feet, and objects to self
   - Remain in the classroom unless given permission
2. Be Respectful
   - Use appropriate language, tone, and voice
3. Be Responsible
   - Stay focused during lecture
   - Bring all needed supplies to class
   - Be in your seat when the bell rings
   - Complete work on time
   - Take care of equipment

Activities
- Opening/attendance routines: Lecture
- Discussion: Independent work
- Cooperative groups: Partner work
- Labs/stations: Tests/quizzes
Grades

All ATEMS courses follow the Abilene ISD Grading Policy which can be accessed at www.abileneisd.org/ATEMS.

**Regular and Pre-AP classes:**
- 60% Classwork (labs/quizzes/homework/classwork)
- 40% Assessment (tests/essays/presentations/projects/research)

**AP classes:**
- 50% Classwork (labs/quizzes/homework/classwork)
- 50% Assessment (tests/essays/presentations/projects/research)

ATEMS provides both Project/Problem-Based Learning and traditional learning formats. When PBL/PrBL is utilized, within the assessment portion of the gradebook, the word “project” should be understood to mean the final product associated with any PBL/PrBL unit. Individual assignments in the course of a PBL/PrBL unit will fall under the category of classwork and will include any scaffolding assignments associated with the project (labs/quizzes/homework/classwork).

Semester exams/projects will be administered in all high school credit courses. The semester exam/project will count as 10% of the semester grade. Semester exams/projects will be given in the fall and spring. All high school students have the opportunity to qualify for and earn exemptions from semester exams/projects as follows:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Maximum Number of Exemptions</th>
<th>Attendance</th>
<th>Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade</td>
<td>2 per semester</td>
<td>90-100 Average = 2 Absences</td>
<td>No In School Suspension (ISS), Out of School Suspension (OSS) or DAEP placements</td>
</tr>
<tr>
<td>10th Grade</td>
<td>3 per semester</td>
<td>80-89 Average = 1 Absence</td>
<td>75-79 Average = 0 Absences</td>
</tr>
<tr>
<td>11th Grade</td>
<td>4 per semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12th Grade</td>
<td>5 in the fall 7 in the spring</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To access a preliminary schedule, click the following link or type it exactly as you see it into your browser. Remember that all assignments, including their order and timing, are subject to change.

[https://goo.gl/vjyXGF](https://goo.gl/vjyXGF)

**Classroom Procedures**

*Entering the Classroom*

1) Electronic devices such as headphones and cell phones must be put away before entering the classroom.
2) Get out notes and something to write with.
3) Sit quietly in your designated place and complete warm up/wait for instructions.
**Tardy to Class**

A student who has not just arrived on a shuttle from another campus is tardy if he or she enters the classroom after the beginning of class bell rings. The teacher will mark the student tardy in TEAMS at this time.

If a teacher marks a student absent, but the student arrives in the classroom prior to 15 minutes after the bell, the teacher will change the absence to a tardy.

Students who arrive on a shuttle are to report directly to class. If a student arrives in class more than 4 minutes after the shuttle arrives, he/she is considered tardy.

Tardies are cumulative throughout the semester, and a student may receive multiple tardies in a single day. If a student has an excessive number of tardies, consequences will be assigned as follows:

<table>
<thead>
<tr>
<th>TOTAL # OF TARDIES (SUM OF ALL CLASSES) PER 6-WEEKS GRADING PERIOD</th>
<th>CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,6</td>
<td>Parent notification by attendance clerk or IC</td>
</tr>
<tr>
<td>7,8</td>
<td>1 lunch detention (1 hour total)</td>
</tr>
<tr>
<td></td>
<td>Parent will be contacted.</td>
</tr>
<tr>
<td>9,10</td>
<td>2 days [2 hours] of lunch detention.</td>
</tr>
<tr>
<td></td>
<td>Parent will be contacted.</td>
</tr>
<tr>
<td>11,12</td>
<td>5 days [5 hours] of lunch detention.</td>
</tr>
<tr>
<td></td>
<td>Parent will be contacted by principal.</td>
</tr>
<tr>
<td>13,14</td>
<td>1 day of Saturday school.</td>
</tr>
<tr>
<td></td>
<td>Parent will be contacted.</td>
</tr>
<tr>
<td>15+ Tardies</td>
<td>Further consequences determined by the principal.</td>
</tr>
</tbody>
</table>

**Paper and Pencil**

Students will need a pencil or pen and a notebook to take notes and record lab procedures and data. If a student does not have their materials, they may borrow them from the teacher.

**How to Find out What the Daily Assignments Are**

All assignments are posted on Schoology. Check the agenda daily.
Turning in Assignments

1) Turn in all homework/classwork to the tray on the teacher's desk.
2) Submit electronic assignments on Schoology by the assignment deadline.

Returning Assignments to Students

All graded assignments will be made available or returned once they are graded.

Finding out Grade Status

All grades will be posted to TEAMS. Check TEAMS daily.

With TEAMS, both students and parents have online access to grades and attendance. The link is located on the Abilene ISD website, www.abileneisd.org. To get started, click on the Grades icon at the top of the homepage. A help video for parents needing assistance in creating an account is provided. (District employees who have students enrolled in AISD do not need to make a separate parent account. Employees can access their student’s information by using their district username/password on the parent portal link.)

Student Responsibilities After an Absence

Students should check agendas on Schoology when absent to see what work they missed or ask the teacher at an appropriate time. It is the student’s responsibility to be proactive in their effort to discover what they missed while absent.

Makeup Work (per District policy)

- Students who are absent shall be allowed the opportunity to make up missed work according to the schedule below. Long term projects such as research papers are not provided this extension. Projects must be turned in the day the students returns to class. Any student who misses class due to a board-approved or school-approved activity known in advance is encouraged to request work before they leave and submit work in advance of the absence whenever possible. Extenuating circumstances will be individually addressed by the teacher, principal, or designee.

<table>
<thead>
<tr>
<th>Length of Absence</th>
<th>Days Allowed to Submit Daily Work Missed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 Consecutive Days</td>
<td>2 school days total</td>
</tr>
<tr>
<td>3-5 Consecutive Days</td>
<td>1 school day per day of absence</td>
</tr>
<tr>
<td>6+ Consecutive Days</td>
<td>5 school days from the date of return</td>
</tr>
</tbody>
</table>

Late, Missing, or Incomplete Assignments (per District policy)

Late Work
Points to be deducted for late work
- An assignment is considered late if it is turned in after the due date.
- A late assignment will lose 10 points for each day that it is late.
- Late assignments may receive a maximum grade of 90 (-10 for first day late) and will be accepted up to three (3) days late.
- Extenuating circumstances will be addressed by each individual teacher.
Redo Work

Policy for retaking or redoing failed assignments (classwork or assessments)

- In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.
- The goal of this procedure is to ensure students learn the appropriate skills. It is also important for students to be responsible for doing the work to the best of their ability and to submit assignments in a timely manner.
- Students who fail classwork or assessments will be given one opportunity to redo the work. The student will have three (3) school days after receiving the failing grade to complete the retake of the assignment or test. Extenuating circumstances will be addressed by each individual teacher. Work turned in late will not be granted the retake or redo opportunity.
- Clarification: If a student makes 50 on an assignment and is re-assessed and makes an 80, the student will receive a 70. If a student fails the reassessment the student will receive the higher of the two grades made.
- NOTE: A student may be given a replacement assignment when retaking or redoing failed assignments/tests at the discretion of the individual teachers.

Communication Procedures with Parents and Families

Teachers may contact parents as needed. Parents may contact the teacher by email (ryan.owens@abileneisd.org) or by phone, 325-794-4140, extension 7552.

Our main tools to communicate with parents include the following:

- Parent/teacher emails and phone calls
- Parent/teacher conferences
  To schedule a conference with an individual teacher, please email or call that teacher. To schedule a conference that includes all of the student’s teachers, call or email the ATEMS counselor, Kathryn Gonzales, at kathryn.gonzales@abileneisd.org.
- ATEMS website (www.abileneisd.org/atems)
  * Daily announcements (posted on the left side)
  * Upcoming events
  * News
  * AISD Grading Policy
  * ATEMS Grading Standards in Accordance with AISD Grading Policy
  * ATEMS Campus Guide
  * AISD Student Parent Handbook
  * AISD Student Code of Conduct
  * AISD Dress Code
  * School Lunch Menu
- Schoology
  * Student courses (Agendas, Assignments)
  * Course specific documents
- Abilene ISD website (www.abileneisd.org),
  * TEAMS (parent access to grades and attendance)
  * District news and events
  * Math/Science Homework Hotline
  * “For Parents” tab (including AP and Pre-AP Student Contract)

Ending Class

Students will leave the classroom when dismissed by the teacher, not by the bell.

Before the end of class, the teacher will ask students to return to their assigned seats for final
Consequences for Classroom Rule Violations

ATEMS has established a 5 Step Discipline Process to support and provide documentation for the disciplinary steps that a teacher implements.

Step 1: Verbal warning/ Conference with student
Step 2: Parent contact (conference, phone call, letter, and/or email)
Step 3: Office referral

Office referrals may be sent to either the campus principal or the instructional coordinator; however, all major disciplinary issues must be reported to the campus principal by the teacher or other staff member directly involved in the incident.

If a student’s conduct is such that he or she cannot remain in class and needs immediate removal (actions such as blatant disrespect or defiance, physical aggression, etc.), the campus principal or the instructional coordinator will be contacted immediately. In such cases, the 5 Step system may be bypassed.

Technology Use

All technology use must adhere to the Abilene ISD RUG and Communications Guidelines. Student technology use and products may be monitored through District provided filters and programs such as NetControl and TurnItIn.

Personal technology (laptops, cell phones, tablets, etc.) may be used in the classroom only with teacher permission and possession of a valid Trust Card. Technology may only be used in the manner prescribed by the teacher. Students who are permitted to use personal technology may be given a specific seating assignment so that the teacher can more effectively monitor the technology use.

Academic Dishonesty (per District policy)

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and grade penalties on assignments or tests.

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

Consequences for Code of Conduct Violations

All students are subject to the Abilene ISD Student Code of Conduct. The Student Code of Conduct, which can be accessed through the homepage of the Abilene ISD website, has been adopted by the Abilene ISD Board of Trustees and developed with the advice of the district-level committee. The Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. The Texas legislature requires that each campus has a designated Campus Behavior Coordinator. The campus principal, Dr. Ketta Garduno, is the Campus Behavior Coordinator for ATEMS.

All students are required to adhere to the Abilene ISD Dress Code which can be accessed on the homepage of the Abilene ISD website.