

**2015 PB Biology Guidelines**  
**Mr. Dickey**

**Introduction:** Biology is defined as the study of life. This survey course will help you understand the inner workings of life and how all life interacts together. This course will utilize your text, class lecture, videos, internet animations, lab activities, group activities, projects, guest speakers, and a field trip to the zoo to stimulate your interest in biology. I encourage you to take an active part in this class and an active role in your own learning. Science requires a large amount of discipline, organization and a willingness to learn. Your success depends on you!

**Supplies:**

1. 1/2inch 3-ring binder with dividers & folder (one for each semester)
2. Notebook paper, blue or black pens, red pens, colored pencils, sharpie, highlighter, ruler, flash drive
3. 2, 2-L pop bottles by the 4th week of school

**Assignments:**

1. **3- ring Notebook** – each person will be required to keep a small 3 ring notebook. The notebook will contain all tests, quizzes, and paper handouts for the **entire year**. (Do not throw any assignment, quiz or test away). The materials in the notebook will be organized by units of class work, such as Unit I – Introduction. Each unit will be separated by a divider. The beginning of the notebook (Tab 1) will be titled: **Biology Gems of Wisdom**. It will include:  
Biology Guidelines, Options for Extra Credit, Experimental Design Diagram, Safety Guidelines, Formal Lab writes up guidelines, Biology End of Course Exam EALRs and other important quick references. Tab 2+ will be each of the year's **unit guides**. Each unit's materials are to be organized in the following sequence:

\*Paper handouts

\*Quizzes

\*Unit test

2. **Digital notebook** – Each person will be required to keep a digital science notebook in the iPad app Goodnotes. At the end of each grading quarter the notebook will be turned in and the grades entered in the online grade book; it will typically be worth around 100 points. It will be graded on the basis of your homework questions, completeness (assignments/quizzes/tests/cornell notes/review activities/highlighting/using colored visuals/reflections), organization and neatness. Each unit's materials are to be organized in the following sequence:

- Unit guide with vocabulary
- Homework questions
- Worksheets, lab reports, etc as listed on the unit guide.
- Class notes

Unit guide -This is a summary sheet that lists the readings, labs, worksheets, questions, and vocabulary words to be done in the unit.

Vocabulary – on the unit guide there will be a list of vocabulary words. You will define and know these terms. As the terms are used in the reading, lab, or class lecture define them on your list. **Do not copy** the definitions from the glossary in the book; it may not use the same phrasing that I will use on your tests. I would strongly suggest making **flash cards** or **Quizlet** for your vocabulary words.

Questions – these are generally questions assigned from the book. Occasionally I will add additional questions. These are to be done in **complete sentences** on notebook paper, or typed. The questions are all **due the day before the test** when they will be reviewed. Please do not wait until the last minute to do your homework questions. These grades will be added to the notebook grade at the end of each quarter.

Worksheets – these are assignments you are asked to do in class or as homework.

Lab reports – you will be required to do formal lab reports for specified labs. All other labs will be turned in as presented in the lab handout, these are called informal labs. The form to use for formal lab reports will be handed out later. You must be prepared before performing labs. Unprepared students will have to finish their lab after school if it is not completed in class.

Quizzes – there will be about one quiz every 1-2 weeks. Each quiz will be worth **20 points**. For the semester grade the 3 lowest quiz scores will be discarded. There will not be any make-up quizzes, unless prearranged with the teacher and taken prior to the quiz. If you know that you will miss class arrange to take the quiz early.

Tests – there will be a unit test at the end of each units work. Each test will be worth approximately 100 points. Tests can be made up as a result of an excused absence. **No test grades will be dropped.**

**Grading Criteria** – letter grades for assignments, quizzes and tests will be determined on the following scale:

A 92-100%

C+ 78-79%

F below 60%

A- 90-91%

C 70-77%

B+ 88-89%

C- 68-69%

**Grade book abbreviations:**

B 82-87%

D+ 66-67%

NHI: not handed in

B- 80-81%

D 60-65%

EXC: excused

CHT: cheating

**Absence and Makeup Work:** all worked missed because of an excused absence must be made up. Arrangements to make up work must be done on the **day you return** from the excused absence except for quizzes, which can not be made up. Any work missed because of an unexcused absence can not be made up for grading. It is **your** responsibility to see me about work you missed the day you return.

**Late Work:** all assignments have a due date and will be expected to be turned in on that date at the **beginning** of class unless specified otherwise. **The only assignments that will be accepted after the due date is for an excused absence or any other important reason as arranged with me.** Therefore, it is best to turn in what you have finished rather than nothing at all.

**Test Improvements:** students who did not do well on a test and want to improve their grade can come in before/after to make the appropriate test corrections.

**Tardy:** Your first two tardies a semester are “freebies.” Your third tardy will result in the loss of break time on the day of the infraction. Failure to forfeit your break may result in an office referral.

**Cheating:** Be proud of who you are and what you can do. Prepare yourself the best you can and always do your own work. Cheating on any test, quiz or assignment merits a failing grade for that test, quiz or assignment. Cheating includes copying someone's homework! Cheating

includes plagiarizing resources such as the Internet without properly citing them. Cheating also includes falsifying laboratory data. **Use of cell phones or other electronic devices (including your iPad) while testing/quizzing will also result in a failing grade.** I will ask all students to submit some biology research papers to Turnitin.com for plagiarism checks.

**IPad Usage:** Many assignments, notes, and activities will require the use of your iPad. It is vital that your iPad is charged and in class every day. During quizzes and tests your iPads need to be **closed and on the corner** of your desk. If you are off task on your iPad, then general classroom discipline procedures will be followed.

**Last But Not Least:** Always display courtesy and respect for your fellow classmates and teacher. Raise your hand and wait to be called on. Please do not interrupt someone or be little their questions or comments. Please watch your language, **rude language and putdowns are not acceptable.**

**Discipline Procedures:**

1. Documented Warning
2. Parent notification and possible detention
3. Parent notification and possible detention
4. Parent notification Referral to office

Thank you for your time. I look forward to the opportunity to teach your student this year and hope to see you at open house and or parent teacher conferences. If at any time you need to contact me please email me at [james.dickey@vansd.org](mailto:james.dickey@vansd.org) or feel free to call me at 313-3963.

Sincerely,

James Dickey

-----cut below and return to Mr. Dickey -----

2015

We have read the rules and policies of Mr. Dickey's classroom and will accept and follow them.

\_\_\_\_\_  
**Print Student name**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
date

Please indicate if your child has any special medical concerns that I should be aware of as a classroom science teacher:

If you are willing to chaperone and students on field trips please indicate that you are willing and I will contact you when needed.

\_\_\_\_\_ I am interested in chaperoning on field trips.