



# Advanced BIOLOGY POLICIES AND PROCEDURES 2022-2023

**Welcome to Mr. Gay's Advanced Biology Class!** We have an exciting year ahead of us – lots of hands-on labs, activities and interactive learning that will inspire a sense of wonder and an appreciation for the incredible world around us. To ensure that we have a successful journey together, a framework for the management of our classroom is absolutely critical. This document provides an outline of the expectations, topics, procedures, supplies, and grading system that is in place to provide a safe, respectful and productive learning environment for all of us.

## ACADEMIC EXPECTATION:

100% of Advanced Biology students will PASS the course and 100% will earn COMMENDED scores on the EOC.

## CLASS CONDUCT and EXPECTATIONS

1. All school policies will be enforced in this class including but not limited to dress code and ID Badges.
2. Electronic devices including phones must be silenced and ear buds, air-pods, headphones, etc must be put away BEFORE the tardy bell rings.
3. When entering the classroom, the student will sharpen pencils, collect papers, sit in the correct seat, and begin with the daily activity on the board. When you are tardy, enter quietly, give the teacher the pass, and do not disturb others.
4. When we are in discussion or lecture, everyone will be respectful and listen while others are contributing to class. (Please do not get up to sharpen pencils or throw away papers this is disruptive to others)
5. Do not write on desks, lab tables, or textbooks. You are responsible for lab equipment that you use. You will be charged for damages and breakage if horseplay was involved or if directions were not followed.
6. Bring all books and materials to class daily.
7. Restroom privileges are given at my discretion. I reserve the right to change the use of these privileges at any time if they are abused or misused.
8. If we are working in cooperative groups, you are expected to follow instructions of the assignment and work together with your group. When changing groups, do so quietly and quickly, without disrupting other classrooms.
9. If you have a problem with a grade, assignment, etc. wait until after class or before class begins to discuss it with the teacher. When class is being conducted is not the appropriate time.
10. Students are not allowed to leave the classroom during the first and last 10 minutes of class.

## Code of Conduct and Consequences

Students are expected to come to class with the proper materials. Students will conduct themselves in a respectful manner and not disrupt the learning environment for their fellow classmates. Students are expected to follow all classroom & lab policies. Be Safe. Be Responsible. Be Respectful.

**Consequences:** If you choose not to adhere to the Course Guidelines and Class Code of Conduct, you choose the following consequences:

1<sup>st</sup> infraction: The first time you break a rule, you will typically receive a verbal warning from me.

2<sup>nd</sup> infraction: The second time you choose to break a rule, you receive a verbal warning and your parent/guardian will be contacted

3<sup>rd</sup> infraction: The third infraction will result in a teacher detention and a parent/guardian contact.

4<sup>th</sup> infraction: If behavior continues beyond three infractions, a referral will be issued to your AP.

Depending on the severity of your actions, you can expect parent contact, detention, community service, or expulsion.

## TEACHER D-HALL

Failure to follow the classroom rules (excessive talking in class, failure to wear ID badge, etc) will result in a teacher D-Hall. Teacher D-Halls will still assign consequences for misbehavior but will not count against a student's discipline record. However, failure to attend the assigned teacher D-Hall will be considered insubordination and will result in an office referral.

## What are the minimum supplies I personally need for this class?

1" 3 ring binder (this binder will be for science only)	Pencils
Colored pencils	Dividers
Multi colored highlighters (at least 4 different colors)	Blue/Black pens
1 package of 150 count loose leaf paper	2 folder (both with braids and pockets)

## Please bring the following to class for your given class period:

- 1st: Color pencils (10 or 12 ct)**
- 2nd: Glue sticks (2 pack)**
- 4th: Kleenex**
- 5th: Graph paper or color paper**
- 6th: Pencils (12ct)**
- 7th: Tape**

## How will I be graded?

- ❖ **Formative Grades:** account for 30% of overall grade (homework, mini labs and regular quizzes)
- ❖ **Summative Grades:** 70% of overall grade (exams, projects, and formal lab reports)

## Humble ISD Grading Scale:

❖ 90-100 = A	❖ 70-79 = C
❖ 80-89 = B	❖ 69 and below = F

## Level Change Process

- ❖ The teacher must conference with a student's parent prior to signing his/her level change request.
- ❖ Students must turn in their AP course textbook as part of the level change process.
- ❖ The first level change request deadline is **Friday, September 2nd, 2022.**

## BYOD Policy

As a general rule, our classroom will be considered a "RED ZONE" unless you are SPECIFICALLY given permission to use your own electronic device for research purposes (**NON examples** of research purposes include but are not limited to social media, texting, checking the time – There is a clock in the room for checking the time). All electronic devices **MUST** be turned completely off and stored in your personal backpack during tests and quizzes. Students' who "accidentally" have an electronic device out of their backpack during a test or quiz will receive an office referral for insubordination.

## AHS LATE WORK POLICY: Summative Projects / Major papers and Essays / Major Lab Reports / Formative Assessments:

On time: Grade begins at full credit	3 days late: maximum score of 40%
1 day late: maximum score of 80%	4 or more days late: maximum score of 20%
2 days late: maximum score of 60%	

## MAKE-UP WORK

1. **When you are absent, you are responsible for getting all the make-up work.** Do not expect the teacher to remind you or chase you down. You are a responsible, young adult!
2. If you are absent for 2 or more class days, please try to arrange to get your assignments prior to returning to school, so that you do not fall too far behind. This can be done through the web site and the main office.
3. Please **make arrangements** with your teacher as soon as you return to school to make up your assignments. Once the allotted time has passed, the late work policy will be followed.
4. Assignments due on the date of the absence are due on the day of return. Tests missed on the day of an absence must be taken the day you return. It is your responsibility to **make arrangements** with the teacher.

## AHS REASSESSMENT PARAMETERS 2022/ 2023

### ❖ Level Courses/ Honors/ Advanced Courses:

1. Students may choose to reassess **ONE** summative assessment per 9 weeks. The original assessment and reassessment grades will be **AVERAGED** regardless of the second test score.
2. Reassessment may not be available for the last summative assessment of a grading period due to time constraints.
3. Students may be reassessed on the objectives (s) they missed and in the modality the teacher selects, i.e., a different test, oral test, written modes, explanations, demonstrations, etc.
4. If students want an opportunity to be reassessed on a summative assessment, **students MUST:**
  - Attend at least 1 tutorial session on the non-mastered material.
  - Make corrections to the original assessment and discuss the assessment with the teacher during tutorials.
  - Complete all missing assignments pertaining to the unit they want to reassess. Late work policy will still apply.
  - Complete the reassessment form requiring both teacher and parent signatures.

### Advanced Biology Summative Policy

Students will complete at least 3 summative assignments each 9 weeks. Summative assignments can include but are not limited to exams, lab reports, and projects. If absent, students will complete summative assignments upon returning to class.

Summative lab reports will be completed as in-class assignments. Summative lab reports will not be allowed to leave the classroom. If a lab report is removed from the classroom before the due date the following consequences will occur:

1 st occurrence = office referral

2 nd occurrence = grade of zero on lab.

Students will receive adequate in class time for each report. If students do not complete summative lab reports during the allotted class time, students will be responsible to complete the lab outside of class with a late point penalty. Students will lose 20 points for each day past the due date.

### Advanced Biology Summative Reassessment Policy

Students may reassess ONE summative assignment each 9 weeks. The student's original score will be averaged with the new reassessed score. Students will have ONE WEEK to reassess a summative assignment. In order to reassess, a student must complete all missing or late work and attend at least one tutorial session. Students will take a different reassessment exam or rewrite lab reports from provided data.

### TUTORING

Monday and Wednesday afternoon 3:00 pm to 3:30 pm

### COPYING AND PLAGIARISM

1. All students are expected to do their own work at all times. Failure to do so will result in a zero for all students involved. IN the event that a student or students are caught in the act of copying **ANY** assignment, all students involved will receive a zero for that assignment. If there is an assignment in which **students are allowed to work together, each student is still required to turn in work written in their own words.** This includes group labs and projects that require each student to turn in their own product.
2. Plagiarism is illegal and unacceptable. Any form of plagiarism will result in a **zero** on that assignment. To avoid plagiarism, 70% of the material used from a source must be changed from that source.



**Concerns/Questions/Problems?**

Do not be surprised if some of the material we cover throughout the year is difficult or confusing; Biology is a very exciting and challenging topic! Please let me know any time you have questions. If you or your parents need to contact me at any time, please call Atascocita High School at **281-641-7796** Please leave a voicemail, and I will return your call as soon as possible. However, the best way to reach me is through email. (william.gay@humbleisd.net)  
Office hours: Conference Period -3<sup>rd</sup> period by appointment or after school by appointment. Tutorials will be held by me on Mondays and Wednesdays 3:00-3:30pm. Other tutorials will be available by other teachers every day as well. Students are encouraged to attend these as well.

**Mr. Gay**  
**Advanced Biology Teacher –Gold House 3**

**\*\*\*PLEASE FILL OUT AND SIGN LAST PAGE!**

Dear Parents/Guardians,  
My syllabus is on my website. Go to <https://www.humbleisd.net/ahs> , click on staff sites, and then find my name (Gay, William) and click on important documents. Please go there and look at all the procedures and expectations that I have for your child in my Biology class. I am excited to get to know them and help them grow in Biology and as a student. Once you have read my syllabus please sign and return this portion. If you would like a paper copy please email me or have your child ask me for a paper copy. If you have any questions whatsoever please don't hesitate to email me. I look forward to working with you and your child this year to have a successful year ☺ -  
Mr. Gay

**Student Name:** \_\_\_\_\_ **Class Period:** 1 2 4 5 6 7

**CONTRACT**

*After you have read and reviewed all of the information in this packet, please complete the contract below and return signed.*

**TEACHER:**

I agree to create a positive learning environment, to help each student to reach their full potential, and to teach each student to the best of my ability.

**Signature of Teacher:** \_\_\_\_\_

**STUDENT:**

I, \_\_\_\_\_, have read all of the information on the preceding pages of the syllabus. I understand all of the rules, policies, and procedures for this class. I agree to follow these policies, and to accept the consequences that will result if I do not follow these rules. My signing below indicates that I have read and understand the objectives, classroom management, grading procedures, make up policy and cell phone policy outlined in Mr. Gay's class syllabus. It also indicates that I have read and agree to follow all of the safety rules set forth in the Student Safety Contract. I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, and/or receiving a failing grade.

**Signature of Student:** \_\_\_\_\_ **Class Period** \_\_\_\_\_

**PARENT/GUARDIAN:**

I \_\_\_\_\_, have read the information on the preceding pages with my son/daughter. I understand this information, and I agree to fully support my son/daughter so that they may reach their full potential. I also agree to contact Mr.Gay if I have any questions or concerns throughout the school year. My signing below indicates that I have read and understand the objectives, classroom management, grading procedures, make up policy and cell phone policy outlined in Mr.Gay's class syllabus. It also indicates that I have read the Student Safety Contract, and am aware of the measures taken to ensure the safety of my son/daughter in the science laboratory, and will instruct my son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

**Signature of Parent/Guardian:** \_\_\_\_\_

*Thank you, and I look forward to a wonderful school year!*

**Student Name:** \_\_\_\_\_ **Class Period:** 1 2 4 5 6 7

**Parent Survey: Important Information**

Please fill out the following information so I will have updated information. If anything changes please contact me and update it in HAC. I send out a lot of emails throughout the year. Thank you!

**1, PARENT/GUARDIAN:** (please print)

Contact #1:

Name: \_\_\_\_\_ relationship to student: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell/ Home/ Work (circle one)

Email address: \_\_\_\_\_

Contact #2: (if there is not a second parent/ guardian contact please leave blank)

Name: \_\_\_\_\_ relationship to student: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell/ Home/ Work (circle one)

Email address: \_\_\_\_\_

**Please Help me get to know your child:** - you know them best! ☺

2. Are any languages other than English spoken at home? \_\_\_\_\_

3. Do you have any special concerns about your child? (academically, socially, medically, etc.)

4. Please list any food allergies or medical concerns that your child has. This is important because sometimes we use food in labs.

5. Please list 2 goals you would like to set for your child this year.

6. What are your child's strengths?

7. What are your child's weaknesses?

8. What motivates your child?

9. 5 words that describe your child are:

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10. Please tell me, in a million words or less, if there is anything else I should know about your child.  
(feel free to attach another page or email me at [william.gay@humbleisd.net](mailto:william.gay@humbleisd.net))