

# Biology Course Policies



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## Rules of Conduct

Individuals should always act with the following rules of conduct in mind:

- Be on time.
- Be prepared.
- Be willing to learn.
- Be respectful.

## Behavior

Behavior and using class time appropriately is very important. Class time will be given for most assignments so that it should not have to be taken home. However it will become homework if time is not used correctly. The following behaviors will not be acceptable.

- Misuse of class time (Sleeping or daydreaming)
- Overuse of passes.
- Late or missing notes and assignments.

Violation of any of the rules may result in disciplinary measures including, but not limited to, detention, extra duties, or referral to the principal for further action. Every attempt will be made to make the punishment fit the crime. For example, individuals caught writing on desks will be cleaning desks. The district policy is outlined in the Student Handbook.

## Classroom Procedures:

- Materials that become a distraction are not allowed at your desk. This may include:
  - cell phones, backpacks, etc.
- Students are expected to take notes on a daily basis.
- When performing labs, follow the directions exactly (No food/drink).
- Clean up after yourself everyday!

## Grading

- Skyward will be the official grading system. The grade you may see on Schoology will not take into account some assignments. View Skyward to see actual grades.
- Students will be graded based upon test scores, daily assignments, note taking, class participation, periodic projects, labs, and other various evaluations.
- Tests and quizzes make up 50% of your overall grade.

- The grading scale is as follows:

94-100%	A	80-82%	B-	67-69%	D+
90-93%	A-	77-79%	C+	63-66%	D
87-89%	B+	73-76%	C	60-62%	D-
83-86%	B	70-72%	C-	0-59%	F

### **Attendance and Tardiness**

- Tardiness will not be tolerated, be in class on time. After a third tardy, 30 minutes of detention will be assigned.
- It is the responsibility of the student to ask and determine what work has been missed. Materials will be available on Schoology.
- All assignments and topics covered will be in the front of the class, as well as the online calendar.

### **Tests / Retests**

- If a student is absent the day of a test, it is the student's responsibility to make arrangements for the test *within two (2) days* from the time that the student returns to school.
- Tests may be made up during Wrap-UP, before school, or after school. Additional class time will not be allotted to take tests in the event of an absence.
- If a student is absent the day before a test, the student will be expected to take the test with everyone else unless arrangements are made ahead of time.
- Retests will be available for most exams. A Retake Ticket must be completed before a retake can be taken.

### **Late Work**

Late assignments will be accepted with the following stipulations:

- Late work must be given directly to the teacher before or after class.
- Late work will only be accepted if completed within one week.

### **Hall Passes**

- Passes will be rare (very rare) and at the discretion of the instructor.

### **Supplies**

It is highly recommended that the student have the following supplies handy for use in class on a daily basis:

#### Required every day

- Notebook
- pen / pencil
- Computer/Device
- Folder

#### Recommended/ occasional use

- Colored Pencils
- Calculator
- Highlighters

### **Parent Communication**

The most efficient and effective way to contact me is via e-mail at [ramsey.miller@ssdtigers.org](mailto:ramsey.miller@ssdtigers.org). A direct line to my phone is (507)533-1623, or just calling the school and using extension 1623. Parents may contact me at school by phone at any time and I will make every attempt to return your call as soon as possible after I receive the message.