

## **Biology Course Guidelines** **Mrs. Fitzgerald**

### **Materials**

Binder & Composition Book

Text: *Biology: Exploring Life* by Neil Campbell/Prentice-Hall

*In Defense of Food* by Michael Pollan

### **Student Handbook**

Students are responsible for knowing and following the policies in the Woodlawn Student handbook, which guides many aspects of student life on campus.

### **Assessment**

Lab Work - students will write lab reports and partial lab reports for designated lab experiences. Reports will be assessed with a rubric. Lab Report guidelines will be distributed in class

Quizzes/Tests - Quizzes may be announced 2 to 3 days in advance. Tests will be announced one week in advance. Quizzes may range in point value from 10 to 25 points. Tests will be approximately 100 points. Students who miss a test due to an unexcused absence will take the test on the day of their return. Students who miss a test due to an excused absence will take the test up to 2 days after they return.

Projects - projects will be assessed with a custom rubric and point values will vary according to length and involvement.

Exams - Students will take a comprehensive exam at the end of each trimester. Exam scores will account for 15% of the trimester average.

### **Grade Record Sheet**

The Grade Record Sheet is a tool that allows students to keep track of their own progress in each course. The Grade Record Sheet also helps students communicate their progress to their parents. Students receive a Grade Record Sheet (GRS) during the first week of school. The Science GRS is kept in the Biology Portfolio at all times throughout a trimester. When students receive graded assignments, they will have time to enter their grades on their GRS. The course average should be updated after every new entry.

### **Excused Absences (illness, doctor's appointments, etc.)**

Students are responsible for asking teachers for missed assignments as soon as they return. Please check the Absence Notebook for class notes and handouts. The most convenient time to see Mrs. Fitzgerald about missed work is before school or after school – not during class. Late work should be completed within the two days after returning to school unless other arrangements are made with the teacher. Students who miss a test due to an excused absence will take the test up to 2 days after they return.

### **Unexcused Absences (family trips, etc.)**

Students who know they will be absent ahead of time should give one week's notice to the Head of School and to teachers. Teachers will determine whether work should be done before or after the absence. Students who miss a test due to an unexcused absence will take the test on the day of their return unless other arrangements are made with the teacher. Please check the Absence Notebook for class notes and handouts.

### **Late Work**

Late homework is not accepted and the student will receive a zero. Late reports and projects will be docked 10% one day after the due date and 50% two days after the due date. Projects and reports not received one week after the due date will receive a zero.