Ms. McKay's Grading and Discipline Policies

**Room:** E104  
**Voice Mail:** 830-3360 ext. 2465  
**e-mail:** emckay@tusd.net (BEST method of teacher contact)  
**Website:** [http://www.tracy.k12.ca.us/sites/emckay](http://www.tracy.k12.ca.us/sites/emckay)

**IB biology standards resources**

Monster pdf from the official online curriculum center: [http://occ.ibo.org/ibis/documents/dp/gr4/biology/d_4_biology_gui_0903_1_e.pdf](http://occ.ibo.org/ibis/documents/dp/gr4/biology/d_4_biology_gui_0903_1_e.pdf)  
Easy to use link not from official online curriculum center: [http://ibguides.com/biology/home](http://ibguides.com/biology/home)

**I. Course Description**

*Monday detention depends on staff meeting schedule, morning detentions only by special arrangement*

**Prerequisite:** The prerequisite is to have taken or currently taking chemistry and have taken biology preferably pre-IB Biology.

This course will be the first part of a two-year sequence that will provide an in-depth view of the biological world. After completing this course, students will more clearly understand the complexity of life on earth. Students will also be able to take the Higher Level I.B. exam in Biology after the second year. Topics that will be covered mainly cover Molecular Biology. Various methods of disseminating the information will be utilized. Laboratories, lecture/discussions, and cooperative learning strategies will all be utilized to allow you to fully comprehend the information. If the student completes this course and Advanced Biology II with a B average the student can also receive credit at San Joaquin Delta College via the 2+2 agreement.

**II. Course Outline and Recommended materials**

<table>
<thead>
<tr>
<th>1st Semester will Ideally cover</th>
<th>2nd Semester will Ideally cover</th>
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</table>
| **Unit 1:** Introduction: Exploring Life the scientific process chemistry review | **Unit 7:** Cellular Respiration Unit 8: Photosynthesis **Super Unit:** Cell Reproduction  
**Unit 9:** The Cell Cycle and Mitosis  
**Unit 10:** Meiosis & Sexual Life cycles **Super Unit:** Genetics  
**Unit 11:** Classic Mendelian Genetics  
**Unit 12:** Chromosomal Basis of Inheritance  
**Unit 13:** The Molecular Basis of Inheritance **Unit 14:** From Gene to Protein (transcription and translation) **Mini Unit:** Intro DNA technology |

**Quick Materials list Reference:**

- **Very HI GHLY Recommended-Helping you be prepared and organized for class:**
  - 3 ring Binder (other dedicated to Biology..minimum 2 inch or larger binder shared with other subjects..minimum 3 inch)
  - Binder paper
  - 3 dividers (Notes, labs, returned papers)
  - Pens (preferably Black and blue)
  - #2 pencils and eraser (HB lead if using mechanical pencils)
  - School agenda
  - Highlighters
  - Colored pencils/pens (NOT Sharpies)
  - White board markers
  - Donations? The classroom could use...Whiteboard markers
  - Colored copy paper (pastel colors)
  - Black Sharpies for lab labeling
  - 3M Blue "Painters" tape for lab labeling
  - "...a longer wishlist"

**III. Rules and Expectations**

**Classroom Rules:** For us to get along this school year there are a few rules that need to be followed.

1. Listen carefully. This includes listening to other students as well as the teacher.
2. Follow directions. This is especially important during labs. Any student who continually chooses not to follow lab directions and rules will not be allowed to participate in labs.
3. Work quietly. Do not disturb others. If you have something to say, raise your hand. To work quietly you must also be prepared for class every day.
4. Respect others. Be kind with your words and your actions. Also, grooming is a private matter not to be done in class.
5. Respect school and personal property.
6. Work safely -- this includes keeping the aisles clear and following science safety rules. If you break a safety rule during lab you will receive a "0" and have to take a safety test.

**Note:** All school rules apply. This includes, but is not limited to...

- a) Food, gum and drinks are not allowed
- b) Remove hats and hoods when entering class. If you are worried about your hair being messed up, leave the hat at home.
- c) No Cell phone use unless Ms. McKay gives you explicit permission otherwise. Cell phones are to be off and put away in a bag. Use of cell phones will result in confiscation. They may be picked up outside of school hours or from the assistant principle.

**Students who do not follow classroom rules infringe on their classmates' right to learn and on my right as a teacher to teach.**

**IV. Behavior Steps and Consequences**

These basic rules are followed we will have no problems and the year will be very enjoyable and fun for all of us. If these rules are not followed then there will be disruptions and the learning process will be interrupted. If you choose not to observe these rules certain things will happen.

1. Warning verbal or nonverbal
2. Issue Reflection and conference*: student will complete written reflection about the individual issue and then there will be a Teacher-to-Student Conference.
   a. If the issue can discussed in a few minutes, then conference will occur at the end of class.
   b. If the issue requires a longer discussion, the student will be issued a 10 minute detention to be served by the end of the following school day.
   c. Failure to complete the reflection and/or meet with the teacher for the conference will result in a referral for defiance of school authority (in the conference the teacher and student will review behavior expectations, what the issue was, & how to improve behavior for the next day.)
3. If the behavior persists I will follow the consequences as outlined in your student handbook.
4. Severe disruptions or violations will result in a referral to the AP office.
V. Attendance/Tardy Policy: When students arrive in class they are expected to quietly prepare for the day – take out their supplies, sharpen pencils, take their seat and begin work on the first activity.

Consequences for being tardy will follow the school-wide policy listed below and in your student handbook. For ALL tardies: You will NOT receive extra time for the opening activity and are not allowed to make up quizzes that you miss from being tardy.

*Obvious limitations (i.e. broken leg) Ms. McKay can easily recognize, but other movement limitations are not so easy to detect (i.e. sprained ankle).

Please pretend uncalled for tardies by informing Ms. McKay if during the year your student has any mobility issues that develop or exist.

<table>
<thead>
<tr>
<th>Tardy #</th>
<th>Consequences</th>
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<tbody>
<tr>
<td>1 &amp; 2 Warning</td>
<td>Sign in on the tardy sign in sheet by the door BEFORE you sit down. You will first be marked absent in attendance and must sign-in with your full name, date, and period number in order to have your “A” changed to a “T” by the teacher.</td>
</tr>
<tr>
<td>3 Student Completes the written Issue Reflection. Failure to complete the reflection will result in a referral for defiance of school authority.</td>
<td></td>
</tr>
<tr>
<td>4 Student Completes the written Issue Reflection. Failure to complete the reflection will result in a referral for defiance of school authority. Student receives 10 min detention from teacher, must be served after school within the week. If student receives detention the last day of the week, they have the following week to serve the detention. Failure to serve will result in a referral for defiance of school authority. Phone call home to parent.</td>
<td></td>
</tr>
<tr>
<td>5 Referral to Assistant Principal’s office for administrative/lunch detention. Parents notified by the teacher. Student returns to class after detention is assigned.</td>
<td></td>
</tr>
<tr>
<td>6 Referral to Assistant Principal’s office. Student assigned to In-House Suspension and placed on a DART. Parents notified by the AP. Student returns to class after IHS day has been assigned.</td>
<td></td>
</tr>
<tr>
<td>7 Referral to Assistant Principal. Off-campus suspension. Parents contacted by AP.</td>
<td></td>
</tr>
<tr>
<td>8+ Off-campus suspension. Parents contacted by AP.</td>
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**Textbook Management:** To prolong the life of the textbook students are expected to keep their text books covered. See Student handbook for library fines for lost and/or damaged textbooks.

**Day of Grace Passes**

You are a young adult now. You need to take responsibility for yourself, your actions, and your stuff. But, we all live in the real world; everything cannot go perfectly every day. So I provide you a little leeway.

Each quarter, students will be issued two DAY of GRACE passes. These each may be redeemed at any point during the quarter to turn in an assignment one day late, to excuse a tardy, as a bathroom passes*.

*“Bathroom passes:** These passes may only be used at the teacher's convenience and only ask to use one when you will not disrupt class.

**What if you do not have your passes or you used them all?** Think very carefully before you ask. Do not ask unless you are going to fail a class because of something left behind in another class, or you are going to wet your pants. If you still think you must ask, then remember – you owe me Time for Time. By the end of the next day you must serve a 10 minute detention.

**VI. Make-up/Late Work Policy**

**Late Work:** Work is due at the beginning of class or when the teacher asks for it. It is your responsibility to be organized and follow directions.

Work not turned in on time is considered late. If you have a personal emergency, it is your responsibility to contact Ms. McKay by phone, email, or in person before the assignment is due.

**Excused absences:** Students are to make up any assignments they missed during their excused absence. For each excused day, you will have one day to make up work. Check the class website to see if anything changed from the weekly agenda you copied at the beginning of the week. Pick up any missed handouts from Ms. McKay. Check with your classmates for clarification. If you missed a Test be prepared to take it "Make-up Test" in class on the day that you return to school*. If you still need help, or you need to arrange to make up a lab, activity or quiz ask the teacher at the end of class or during office hours. All absent work must be turned in to the absent work basket – clearly mark "absent" at the top of the paper.

**Extended excused absences:** Students who have an excused absence that extends for 3 or more days need to come in and meet with Ms. McKay to ensure that they have caught up on all class materials and information. If possible, please email Ms. McKay if you need any help keeping up while you are out, and then she won't worry as much about you disappearing from school!! *If you missed a significant amount of instruction and a test, then you are expected to take the "Make up Test" during next week’s office hours.

"In house Suspension" or Suspension Home Absences: Students absent for discipline reasons are responsible for getting their own work (If on campus they may stop by before or after school. If suspended home they may call or email request for work and have a family member or friend pick it up from them.) The work is due the day they return to class.

**Sports/Fieldtrips:** Students who will be absent due to an extracurricular activity/field trip or an academic field trip are required to turn in the assignment that is due for that day as well as receive the assignments for that day before leaving for the activity.

**VII. Grading Policy**

**QUARTER GRADES WILL BE BASED ON THE FOLLOWING INFORMATION:**

1. 25% LAB WORK 2. 25% HOMEWORK/CLASSWORK/NOTEBOOK CHECKS
3. 25% QUIZZES 4. 25% TESTS

**Semester grades** – each quarter will be worth 40% and the semester final will be worth 20% of the semester grade.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Student A</th>
<th>Student B</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter Percentage (grade) X 40%</td>
<td>91 (A-) X 40% =36.4</td>
<td>75(C) X 40% = 30</td>
</tr>
<tr>
<td>Second Quarter Percentage (grade) X 40%</td>
<td>84(B) X 40% = 33.6</td>
<td>75(C) X 40% = 30</td>
</tr>
<tr>
<td>Final Exam Percentage (grade) X 20%</td>
<td>87 (B+) X 20% = 17.4</td>
<td>100(A) X 20% = 20</td>
</tr>
<tr>
<td>Semester (grade)</td>
<td>87.4% = B+</td>
<td>80% = B-</td>
</tr>
</tbody>
</table>

**Grade Categories**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100%-98%</td>
<td>A+</td>
</tr>
<tr>
<td>97%-93%</td>
<td>A</td>
</tr>
<tr>
<td>92%-90%</td>
<td>A-</td>
</tr>
<tr>
<td>89%-87%</td>
<td>B+</td>
</tr>
<tr>
<td>86%-83%</td>
<td>B</td>
</tr>
<tr>
<td>82%-80%</td>
<td>B-</td>
</tr>
<tr>
<td>79%-77%</td>
<td>C+</td>
</tr>
<tr>
<td>76%-73%</td>
<td>C</td>
</tr>
<tr>
<td>72%-70%</td>
<td>C-</td>
</tr>
<tr>
<td>69%-67%</td>
<td>D+</td>
</tr>
<tr>
<td>66%-63%</td>
<td>D</td>
</tr>
<tr>
<td>62%-60%</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60%</td>
<td>Failure</td>
</tr>
</tbody>
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By
VIII. Assignments to Expect

Unit tests are tests that come after major topics. They are comprehensive over the material in the unit. They will be mostly short answers, but multiple choice, fill-in, matching, or a combination of all four may be utilized. Review questions will appear on each exam. These questions will keep past material current and enable the student to continually review. When exams are returned, student are to review them for accuracy and any adjustments must be made that period. When the student leaves, no further adjustments will be made to the score.

Weekly Quizzes/Assessments. There generally will be daily or weekly quizzes/assessments. They will cover material covered during that week.

In-class Assignments will come at various times throughout the year and will be done in class. Many of our assignments will be either all in class or a combination of in-class and homework.

Homework Nightly, students should be reading, taking notes from the reading and using the I.B. study guide to help guide their reading and notes review. There will be homework assignments that relate to the chapter reading and the lecture notes. There will also be other assignments throughout the year.

Homework policy will follow education code BP 6146.

Notebook/Reading note checks: There will be notebook checks to see that notes are in order and work has been done to keep them orderly and in the format reviewed. Three sections should be divided. 1) Notes, 2)Labs, 3)other returned papers are the sections that should be there. The notes should be downloaded from the class website.

Midterm examination. There will be a comprehensive exam over the material covered during the first semester of work. There will also be an End of Course Exam that will cover both semesters of work.

Laboratory Assignments. We will be doing various lab exercises during the school year and you will be required to keep your data and the graded labs in your binder. The laboratory results will be written up in proper format and will be assessed using the IB rubric.

Written Assignments. Various written assignments will be assigned. These will be essays on various articles, discussions, and current events that may be explored.

Oral Assignments. There will be some opportunities for oral presentations including class presentations and other group activities.

Returned Papers and Points: When papers are returned, please take time to review them and make sure you agree with the points awarded. If there are any issues to note, that must take place immediately. Points will not be adjusted after that class period has ended.

IX. Safety Rules

Students will receive a separate set of safety rules instructing them about safe lab & classroom behavior. These Science Safety Rules must be signed by both the parent and the student in order for the student to be allowed to conduct labs. Students are also required to pass a safety rule quiz. Before each lab the safety rules related to the lab will be reviewed. If a student breaks a lab rule, they will be removed from the lab area and required to take a new safety quiz. When they pass the safety quiz, they may return to the lab area but will receive a "0" on all lab work until they are able to return. Students who continually choose not to follow lab directions and rules will not be allowed to participate in labs and will be given an alternate assignment.

X. Academic Dishonesty

Cheating. If you are caught cheating you will receive a "0" for the assignment. You will not be able to make the assignment up or do extra credit and could potentially fail the course. The I.B. policy will be followed. If a student is found to have cheated a second time or is involved in a particularly serious act of cheating, the student will be referred to an assistant principal.

Examples: Copying someone’s papers or laboratory write-ups, copying someone’s drawings without looking at the slides, copying someone’s hypotheses, reading someone’s report and then basing yours off of what you read in their report, looking at anyone else’s work before you start yours, asking someone what is on a quiz or test between classes, etc… are some examples of cheating. Please don’t take short cuts. You will gain so much more and truly learn the material if you do it all yourself.

LABS: IB sciences REQUIRES that even when you are sharing lab equipment you MUST INDEPENDENTLY record your lab results for every experiment while the experiment is happening, to try and remember and write it down later is BAD SCIENCE and prone to mistakes, to COPY the results from a lab partner later is CHEATING!!! FYI: there will be some experiments that require large data sets…your teacher will ensure a data collection forum that meets with the IB guidelines of using a class/group set of data.

XI. Books:

Students will not need to bring their textbook (Biology) to class. Ms. McKay has a class set of texts (though they might be an older edition) in her classroom. Students are welcome to use them as long as they respect them, keep them in good shape, and return them in an organized fashion to the bookcase.

XII. Extra Credit

Extra Credit. There may be some very limited opportunities for extra credit. No more than 5% of any grade period can be based on extra credit of offered.

XIII. Website

My website (http://www.tracy.k12.ca.us/sites/emckay) contains a calendar of due dates for assignments, lecture notes, lab handouts and other useful information.

I am sure that each of you will follow the rules and complete the assignments with pride and integrity. I hope you each have a very exciting year and I will do my best to see that this happens. If you have any questions, concerns or would like clarification on anything, please come in and I will be glad to help!

Wishing you a very successful year,

Erin M. McKay
Ms. McKay’s IB Biology I Course Syllabus

Print Name: ________________________________________________________ Date: __________________ Period: _______

First name     Last Name(s)

Agreement to Grading and Discipline policies

Ms. McKay,

My student and I have read and understood the attached discipline and grading policies for your class.

Comments (to be written by student and/or parent or guardian):

__________________________________

Parent/guardian Name -- please print

__________________________________   _____________________________________

Parent/guardian Signature          Student’s Signature

Contact information: Please fill out the following that apply

Please check ( √ ) preferred contact number and emails

☐ Daytime phone number _____________________________ between the hours of _____ and _____

☐ Evening phone number _____________________________ between the hours of _____ and _____

☐ Cell phone number 1) ___________________________ belongs to _______________________

☐ Cell phone number 2) ___________________________ belongs to _______________________

THE BEST WAY TO CONTACT MS. MCKAY IS BY EMAIL AT emckay@tusd.net

Carefully print email address(es) making sure that each letter is legible and clearly either UPPER CASE or lower case!!!

☐ Email 1) __________________________________________ belongs to student

☐ Email 2) __________________________________________ belongs to _______________________

☐ Email 3) __________________________________________ belongs to _______________________

☐ no email contact available at this time

TO BE COMPLETED BY THE STUDENT:

1. I have completed the following High school Science classes: __________________________________________________________

2. Last year for math, I took __________________________ & this year I am taking __________________________ for math

3. Check any that apply:

Why am I taking this class

☐ I am interested in completing an IB certificate    ☐ I am interested in completing an IB diploma    ☐ neither, I just really like biology

Are you interested in pursuing a career in...

☐ Science (Life science)    ☐ Science (physical)    ☐ Engineering    ☐ Computers/Technology    ☐ Math

☐ No Clue    ☐ Other: ________________________________

Besides graduating high school, list 6-10 things you would like to accomplish over the next 10 years of your life (academic, career, personal growth, travel, etc...)