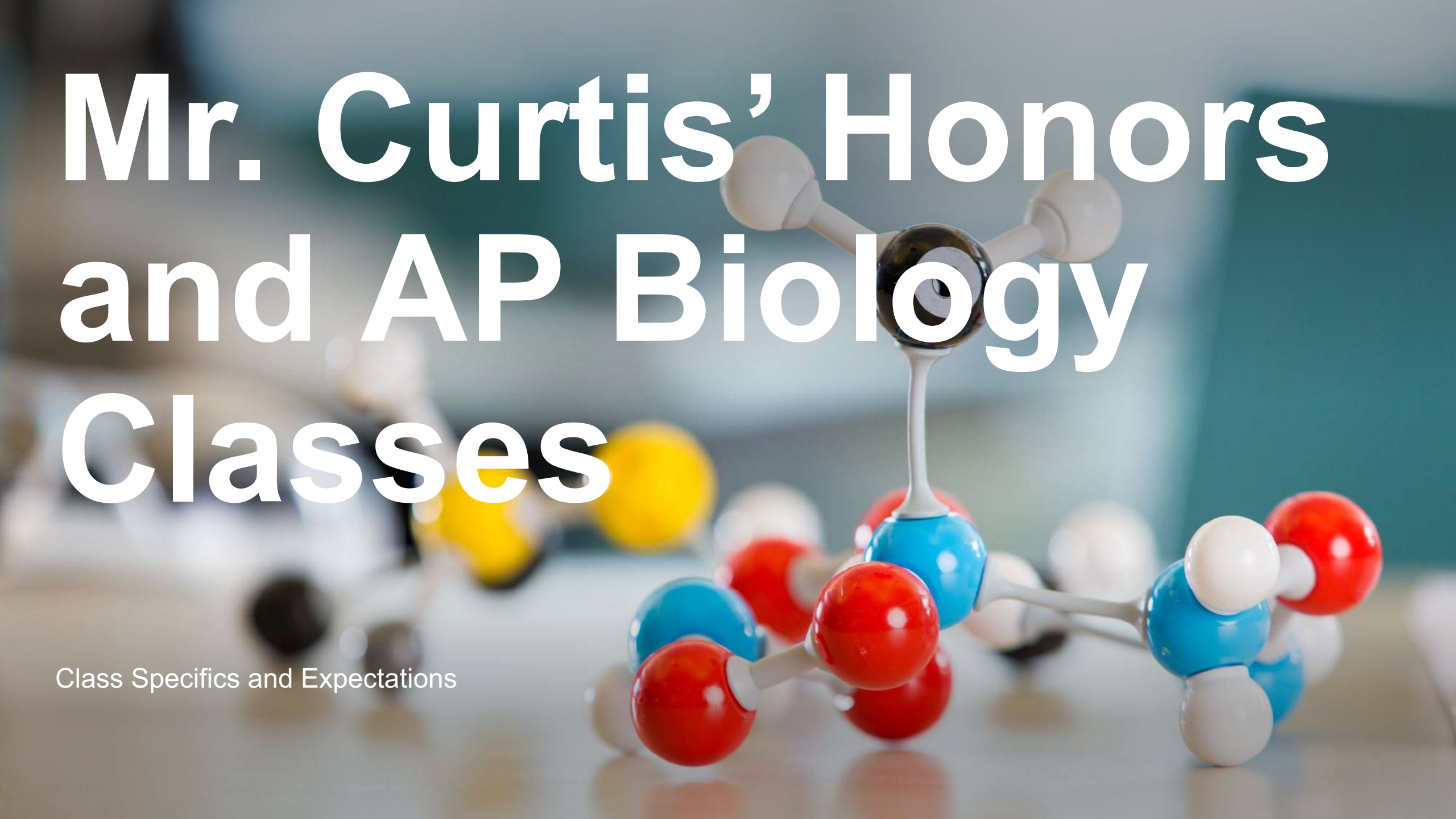


# Mr. Curtis' Honors and AP Biology Classes

A molecular model is shown in the foreground, featuring a central black sphere connected to several white spheres, which are in turn connected to blue and red spheres. The model is set against a blurred background of a laboratory or classroom setting with a teal wall.

Class Specifics and Expectations

# Expectations:

## DIGITAL DAYS

- Not “FREE” days!
- Work on Canvas Assignments
- Do your part and work hard!
- Counts toward student grades.

## IN-PERSON CLASS DAYS

- Work hard, participate in class discussions, and complete assignments!
- Counts toward student grades.

- **Most assignments (both for digital days & face to face) are submitted on Canvas.**
- **Check Infinite Campus for finalized grades.**
- **Check Canvas for in-progress grades.**

# What Does Face-2-Face Look Like?

- **Direct instruction on conceptual material, in-class whole group discussion, group activities & labs (as much as social distancing policies will allow).**
- **Going over Digital Day Assignments**
- **Informal Q&A and peer tutoring.**
- **Review what has been learned in BOTH Digital and In-Person Platforms**
- **Practice Standards for each unit**

# What do our Digital Days look like?

- Students will utilize Daily Modules in Canvas to find files, assignments, and lessons.
- Modules are labeled daily and posted with the material we are working on that day.
  - Digital Assignments are titled with the due date in the name of the assignment.
  - Generally students have multiple days to turn an assignment in.
  - Students will submit (and revise their assignments for a higher grade if they choose) via Canvas.
  - Assignments must be done in the order they are linked within the module. This is by design as later assignments build upon previous assignments.
- Students should check the “Grades” tab in Canvas to look for graded assignments, and feedback from Mr. Curtis as to how to improve the grade during the turn-in/mastery window. This tab will also identify any missing assignments, so it’s something students should check regularly.

# Assessment Policies & Procedures

- Some quizzes will be taken in class, others on Canvas.
- Tests may either be in class, in Canvas, or in USATestprep (a review resource students have via PCSD).
- There may be additional assessments such as projects, digital labs, videos, or CER essays that may be completed through Canvas.

# Office Hours/Help Sessions

Receiving one-on-one/group help can be accomplished in a number of ways.

- Face to face before or afterschool on your alphabet day.

- Prearranged zoom session with Mr. Curtis after school on your Digital Day.

Live chat sessions through the Canvas chat function on Fridays at 11:00am-12:00pm, and 2:00pm – 3:00pm.

Please email Mr. Curtis if you plan on coming in in the morning before school (at 8:00am) or staying after school (3:30-4:00) before just showing up. Sometimes I may be unavailable due to meetings.

Also email a couple of days before if you want a personalized Zoom session so Mr. Curtis has time to get it set up.

[mcurtis@paulding.k12.ga.us](mailto:mcurtis@paulding.k12.ga.us)

# Tips for Parents & Guardians

- Help your child set up a schedule (including a normal sleep/wake schedule) for digital days, including breaks (so important) and lunch (also important).
- Have students utilize a calendar (cell phones are great for this) to keep up with due dates.
- Follow up with your child at the end of the digital day to gauge progress.
- Encourage your child to make sure he/she is communicating with teachers both digitally and face to face.
- Regarding grades, parents should email teachers sooner rather than later regarding clarification.
- If your child is not accessing Canvas regularly on Digital Days, the workload can pile up.
- Students should **not** be using Digital Days as opportunities for extra shifts at work. While we understand money is important, this often ends up putting the child behind in class if they cannot balance work and school expectations.
- To avoid stressful situations regarding missing assignments, and a sense of confusion on face-to-face days, please encourage and follow up with your child to make sure digital assignments are being completed.

# Comments/Questions/Concerns

- Feel free to email me:

[mcurtis@paulding.k12.ga.us](mailto:mcurtis@paulding.k12.ga.us)

Phone: 770-445-5100

Students can also email through  
Canvas messenger.