

# **CLASSROOM PROCEDURES AND GRADING POLICY**

## **Biology 1** **MRS. MADRAK**

Dear Parent(s)/Guardian(s):

Biology 1 is the first half of the Biology curriculum required to achieve advanced or proficient status on the Biology Keystone Exam. Topics covered in this course are as follows: the scientific process (both inquiry and discovery), properties of water and how it is essential to living things, organic molecules necessary for life, cellular structure and function, photosynthesis, cellular respiration, and structure and function of body systems. Every student must take Biology 1 as these topics are not covered in Biology 2. Biology 2 covers the second half of the curriculum required to achieve advanced or proficient status on the Biology Keystone Exam.

Please read the following information on classroom procedures and grading policy, sign the last page and have your son/daughter return the form to me. This will be kept on file for reference throughout the upcoming year. I want you to know how class will be managed and your child's grade will be determined.

1. All students are required to have a spiral bound notebook. All class notes, assignments, and vocabulary will be kept in this notebook. All assignments must be completed in the notebook to receive credit for the assignment. I will not accept assignments on loose sheets of paper.
2. Students must bring a pen/pencil to class everyday. Students will lose participation points if they come to class without these items.
3. Students are expected to participate in all classroom activities to the best of their ability. Students are also expected to remain in their seats during class time. The lab stools adjust for student height differences. Students may adjust the stool to a position that is comfortable to them but they are then expected to keep the stool in that position the entire period. Students may not treat the stool as a merry-go-round and they may not keep moving the stools up and down. Doing so will result in the loss of the seat for the remainder of the period.
4. Sleeping and/or talking with classmates during class will result in the loss of class participation points and may result in disciplinary action if the student is disruptive to the educational process. Also, students are not permitted to open the cabinets and drawers on the lab tables or counters. There are lab materials stored there that are not toys and are not to be played with.

- Students being in cabinets or lab drawers when not instructed will result in the loss of class participation points and may result in disciplinary action.
5. Students will have an opportunity to make up any missing homework for a chapter before taking the chapter test. It is the student's responsibility to make sure he/she has all of their assignments completed for each chapter. Late assignments will count for partial credit not full credit. After students take a test for a specific chapter **NO** missing homework will be accepted and all missing work will become zeroes.
  6. Each student will begin the day with 100% in class participation. Points will be deducted for not being prepared, disrupting other students during class time, arriving late to class, etc.
  7. Students are permitted to have water bottles in class, as per school policy. This means water bottles only. Students are **NOT PERMITTED** to bring soda, Gatorade, PowerAde, coffee, juice or even flavored water to school. If a student has anything that is not water, they will have to throw it away.
  8. The Shamokin Area School District allows students to bring cell phones to school. **CELL PHONES MUST BE TURNED OFF DURING SCHOOL HOURS.** No exceptions. Cell phones must be placed in the designated cell phone storage area during class. If a student has a cell phone out during class, it will be confiscated, turned into the office, and a disciplinary referral will be written.
  9. Each marking period your grade will be determined in the following manner:

|               |              |
|---------------|--------------|
| Homework      | 10%          |
| Classwork     | 10%          |
| Tests         | 20%          |
| Quizzes       | 15%          |
| Labs          | 20%          |
| Participation | + <u>25%</u> |
|               | 100%         |

If you have any questions, feel free to call me at school (648-5752) or e-mail me at [tmadrak@indians.k12.pa.us](mailto:tmadrak@indians.k12.pa.us). The best and quickest way to reach me is through e-mail. With your help we can assure that your son/daughter will be successful this school year.

Sincerely,  
Mrs. Madrak

# **CLASSROOM PROCEDURES AND GRADING POLICY**

## **Introduction to Life Science**

**MRS. MADRAK**

Please sign this page and return it to school with your son/daughter. This tells me that you have read over the classroom procedures and grading policy with your son/daughter and understand what is expected of your student this year in Biology. The first page should be kept at home for reference purposes if you ever need to contact me.

Thank you again and I hope your child and I have a wonderful year together in class.

Mrs. Madrak

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Period

Parents/Guardians, please complete the following information. This information will be very helpful if I need to contact you for any reason throughout the school year.

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

Home/Cell Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date