

**Biology DC Syllabus
2023-2024
Student Copy**

Student: _____

Grade: _____

Please keep this with you for later referral!

Teacher: Mrs. Sartor/ Coach Sartor

E-mail: sartora@hooksisd.net or amber.sartor@gohornetsgo.net

School phone: 903-547-6077

Classroom Rules, Procedures, and Assignments

1. Classroom Rules:

- Be on time, on task & prepare to learn EVERYDAY
- Respect the teacher, the classroom, other students & yourself
- Be responsible for your own learning
- Clean up after yourself & your peers
- Keep all personal electronics **PUT AWAY** unless Mrs. Sartor says otherwise

2. General Classroom Procedures:

a. Entering the classroom – You will line up in the hallway at the beginning of class. When it is time, I will let you enter the classroom. Please enter the classroom at a low voice level. Get your notebooks from your period crate, sharpen pencils, go directly to your seat, and begin working on an assignment located on the board (Do Now).

b. Sharpening pencils – You should sharpen your pencil before class starts. If you need to borrow a pencil this must be done before the beginning of class. If you have a problem, then raise your hand for help.

c. Call to attention – When I say, “If I am talking you’re what?” The class will say, “Listening.” Once I have indicated that I am talking there should be no talking from the students. Or I will say “eyes on me”. This will also indicate that there should be no talking.

d. Movement – Stay in your assigned seat unless given permission. Raise your hand for permission to leave your seat.

e. Materials each day – Bring all of your materials to class daily.

f. Conversation - Instructions for voice levels will be given for each activity in class.

The following is our voice level chart.

0 = Silence

1 = Whisper

2 = Soft Conversation

3 = Presentational Voice

Examples: (Group work = Level 2), (Individual work = Level 1(if allowed)), (Lecture = Level 0), (Hall movement = Level 2), (Lab work = level 2), (Presentations = Level 3)

g. Needing help – Raise your hand if you need to get my attention or if you need help. Do not call aloud for me, unless it is a life threatening emergency.

h. Answering questions in discussion – Do not blurt out the answers to lecture questions.

i. Turning in assignments –Do not put any work or assignments on my desk unless I have asked you to do so, instead place them on the back table or give it to me. (Depends on the instruction for that day). If you do not have your assignment(s) completed, you will need to turn it in the next day. You will lose 30 points off of your grade if it is late.

j. Tutorial time – If you are having problems with a concept, you may be assigned tutorial time. This is time we have set aside as homeroom time, before school, and after

school. To come in during home room, you must get a note signed by Mrs. Shannon or Coach Jackson before coming into my room.

k. Make-up work – (This is when you have missed due to illness or excused absences.) It is your responsibility to find out about assignments that you have missed. Be sure and ask me about assignments. If you do not turn in the missed assignment in ample time, then you will receive a 0 in the gradebook. DO NOT leave make-up work on my desk. I am not responsible for assignments left on my desk. They should be turned into the box on my desk. I do have an assigned box outside my room labeled ‘Returned Work’ to place work when I am not in my room or when class is in progress.

m. Late work – Late work will be turned into the turn in folder, located on my door. Homework may be turned in one day late for 70, less missed problems. Two days late for a 50, less missed problems, Third day = 0!!!! *If you are in extracurricular activities, then all the coaches and teachers will be informed of all late work. **Make sure to turn in assigned work before you leave on trips.***

n. Finishing work early – At times you will have a few extra minutes as you wait for others to finish work. Please sit in your assigned seat quietly. If needed I will pass a worksheet around for you to complete. Respect others and maintain a voice level of 0.

o. Hall passes – You are not allowed to leave this classroom during class. (School Policy) However, I realize that emergencies occur. You will be allowed to leave the classroom upon request. The reasoning for leaving my classroom and being allowed to leave the classroom will be determined by me.

*If you do go to the restroom and are doing things you are not supposed to be doing, I will make it a requirement that you empty your pockets before leaving my classroom. If you do not want to empty your pockets, then you are not allowed to leave the classroom until the bell rings. This policy will be enforced with it happening only once. Even if it is only one student involved.

p. Leaving at the end of class – Please do not get out of your seats when the bell rings, I will dismiss you.

q. Labs – We will be doing labs. Labs procedures will be carried out under general rules and group rules. Labs will be graded and write-ups will be required. Labs should be taken seriously. In this class we will perform labs that require working with lab instruments and tools. I expect all students to be well behaved, stay only with your assigned group, and no horse play. **THERE ARE NO WARNINGS IN THE LAB, YOU WILL GET A ZERO**

r. Washing Hands/Sanitizing- You will be required to wash your hands at the end of class everyday. I will make sure it is at the very end and there is enough time. Make sure you wash your hands thoroughly and for at least 20 seconds.

s. Do Nows/Exit Ticket- There will be a “Do Now” located on the board everyday you enter the classroom. I will give you up to 4 ½ minutes to complete the assignment.. These “Do Nows” will be for a grade at the end of the six weeks. There will be an “exit ticket” at the end of class everyday as well.

3. Classroom Assignments /Worksheets:

Classroom assignments will be written on the board. There will be “Do Nows”, Worksheets, Laboratories, or Assigned activities. It is the student’s responsibility to look at the board and complete each assignment and submit it on the due date. If there is homework assigned they are due at the BEGINNING of class on the due date.

Assignments submitted later in the class period or later in the day are considered late. 15 points will be deducted if a paper is not turned in at the beginning of class, and late papers will be penalized 30 points the first day, and 50 points the second day.

When homework is assigned it is for the benefit of the student.

Assignments are to be done neatly, using **pencil** or **black/blue pen only**

- Make sure your name is on your paper to receive credit. If your name is not on your paper that is automatically 10 points off the grade.
- If you are late to class, you are responsible for turning in work when you arrive.

4. Other requirements:

a. Food and Drinks – NO FOOD OR FLAVORED DRINKS are allowed in the classroom or lab. I WILL ALLOW PRE-BOTTLED WATER (clean clear water) IN THE CLASSROOM ONLY. NO CUPS OR GLASSES! This is a school wide rule!!!!!!!!!!!!!!

b. Group work – We will be working in groups. The groups may vary in size and may be different each time. Groups will be assigned. Do not complain about the people in your group. You will receive consequences for rude outbursts about students. I expect each member of the group to work hard and work well with each other. Work quietly so that everyone can concentrate on the task at hand.

c. Cell phones/electronic devices – Cell phones, cassette tapes, and other electronic devices are NOT allowed out unless told to do so. If a cell phone goes off in class there will be consequences. SEE HANDBOOK FOR RULES

d. Cheating – Don’t be a cheater! All involved will be given a grade of 0, and your parents will be contacted. THIS ALSO INCLUDES COPYING ANOTHER STUDENT’S HOMEWORK. Other consequences may apply. I will document the situation.

f. Attitude – In this class we will keep a positive attitude. I will not allow insults on other students, cursing, talking back to me, complaining about assignments or tests, (complaining will get you more work), and talking when you should be working. YOU WILL

treat others as you want to be treated. We will become a classroom family that respects, helps and cares about one another.

g. Problems - If you have problems with another student or with me, then ask for an outside the door conference. I WILL NOT allow loud verbal outbursts in front of any class of students. If you are sick or having a bad day, then let me know and we will make arrangements for you that day!!! ALWAYS have respect for others!!!!

5. Mrs. Sartor Grades Guarantee:

You have full control over your success. I will not alter any grade based on request or proximity to a desired level. Every decision you make throughout the year will lead to a predictable outcome with criteria that is consistent for every student.

6. Consequences: Discipline Plan

The discipline procedure for violations of classroom rules is given below:

- Offense #1 Conference with student
- Offense #2 Phone call to parent
- Offense #3 Student will be assigned to detention
- Offense #4 Referral to administrator

Students may be referred directly to an administrator for offenses such as fighting, dress code violations, possession of drugs or weapons, use of profanity, disrupting class learning, disrespect to teachers or other students, and other behavior that is detrimental to the learning environment of the classroom. If you receive three demerits in class you will have three days of lunch D-hall.

7. Student Rewards:

Extra visit time at the end of the week or day.

8. Grades

- a. Your grades will be entered under three headings, daily grades (30%), test (30%), and projects and lab grades (40%). Parents are able to access your grades at all times. **If there is a "0" then time has passed for you to turn in the assignment.**

9. Substitute Policy:

Your behavior while a substitute is in my room should be better than ever. Do as you are told. NO EXCEPTIONS!!!!

If the substitute teacher leaves the student's name for me indicating that you have not followed their directions you will receive detention.

Course Website Access:

The course website can be accessed by visiting the Hooks ISD home page, then look for teacher Web pages. Find my name and click the link. You will be able to see lesson plans throughout the year. New lesson plans are placed online every Sunday for the new week.

Parents/Guardians:

Parents/Guardians fill a very important role in their young adult's education.

Parents/Guardians are encouraged to participate in their student's learning by checking for assignments and test dates online, checking notebooks for assignments, aiding students in projects or homework, and sharing applicable knowledge or expertise with their child.

Parents are encouraged to initiate contact with the teacher to track student progress.

E-mail: sartora@hooksisd.net or amber.sartor@hooksisd.net

Conference time: 6th Period 10:20 a.m. to 11:55 a.m.

Please follow the above guidelines, procedures, and rules so that we can have the very best year possible. I look forward to this year with you. I know you can succeed in this class. We are going to have an awesome year!

Please sign the contract showing that you will follow all expectations, rules, and procedures. You also understand the consequences of the rules being broken. I will keep this contract with your records for us to review if we need to. **Anything not covered in this syllabus is subject to the guidelines in the Student Handbook and the teacher's discretion.**

(PLEASE RETURN THE LAST PAGE TO THE TEACHER)

Syllabus and Course Requirements for Biology DC

Acknowledgment Page 2023-2024

STUDENTS (please check each box):

- I have carefully read and understood these course requirements for Mrs. Sartor's Biology DC class.
- I will honor them at all times. I understand the consequences for not doing so.
- I am aware of times when tutorials are sessions available to me.
- I am aware of the late work policy.

Student Name (please print)

Student Signature

Period

Date

PARENTS/GUARDIANS (please check each box):

- I have carefully read and discussed the course requirements/syllabus with my child.
- I am aware of times when tutorials are sessions available to my child.
- I am aware of the late work policy.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

Parent/Guardian Home Phone Number

Parent/Guardian Work or Cell Phone Number

Parent Email address

Best number to send a message by text