

# Biology Syllabus

Mrs. Sanders

## Rules and Procedures

1. Class begins when the tardy bell rings. Have all necessary materials out and be ready to begin.
2. Follow all school policies and rules. Face coverings must be worn, and six feet social distancing must always be maintained.
3. Respect others and their property.
4. Enjoy learning every day. Be attentive and focused.
5. Obey all safety rules in the lab. Follow the directions carefully, clean up and return materials to correct location
6. Refrain from use of cell phones and other personal electronics during class time.
7. Eat breakfast before school begins. No food or drink are allowed in class. Water bottles are acceptable.
8. I, not the bell, will dismiss the class.

## Student Work Expectations

- On a virtual day, you can expect 60 minutes of online work whether you are 100% virtual or in a cohort.
- When assignments are given/posted a due date will also be stated. The **Final Deadline** for assignments posted Monday-Wednesday is Wednesday at 11:59 pm and the **Final Deadline** for assignments posted Thursday-Friday is Friday at 11:59pm.
- Assignment deadlines must be met. **Late work will not be accepted.**
- Grades matter this semester. Assignments will be graded based on accuracy not completion. What you earn is what you receive.
- Cheating of any sort WILL NOT BE TOLERATED! Any cheating will result in a zero for all parties involved.

## Virtual Practices

- **SIGN INTO GOOGLE CLASSROOM EVERYDAY- all assignments are located in the classwork section**
- Complete the **Attendance form daily**
- Check the **Agenda** everyday- it contains a list of the assignments/activities to be completed that day
- Daily assignments will post at 8 am. Read all assignment instructions before starting.
- When opening documents or PDF's- use KAMI- and ALWAYS type answers in a **colored** font.
- Assignments must be submitted through Google classroom. I will NOT accept emailed work.
- DO NOT use google for answering questions- most of those answers are beyond the level you need. Use notes/PowerPoints/worksheets/textbook- I will grade answers based on these sources!
- Complete the assignments on the day assigned and you will NEVER fall behind.
- Ask for HELP if you struggle with a topic or an assignment. Reach out to me through email, ask to schedule a Google meet or attend in-person tutoring.
- Quizzes and other assessments are timed. Study before you begin and find a quiet place where you can focus.

- If you are having trouble uploading assignments to Google classroom, try Clearing your Cache and Resetting your Browser. The instructions are in 🌟 "How-To's for STUDENTS" – shared with you in your Google drive

## Grading

Grades will be updated weekly in PowerSchool.

I use a point system:

Assessments 10-75 points

Class work: 5-50 point

Projects: 40-100 points

Labs & Activities: 10-40 points

## Supplies (recommended)

3 ring notebook with paper   pens/pencils   glue stick   colored pencils   ear buds

## Virtual Office Hours

Mon., Tues., Thurs. and Fri. -2:15pm-3:15pm

Wednesday- 8:15am-3:15pm (hours may be limited due to meetings)

During office hours I will respond to email questions and conduct real-time tutoring via Google Meet (upon request)

I look forward to a successful semester. If you have any questions, please contact me at 252-728-3514 or [stephanie.sanders@carteretk12.org](mailto:stephanie.sanders@carteretk12.org).

Sincerely,  
Stephanie Sanders