

Advanced Placement (AP) Biology

Rules and Procedures

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Overview:

AP Biology is intended to provide a rigorous introductory college level biology course with laboratory activities for high school students. This course includes an in-depth study of life and focuses on four major ideas: *Evolution, Energy, Information, and Interaction*. In addition, emphasis will be placed on inquiry-based laboratory experiences in which the student uses many skills to accomplish scientific methodology as well as writing, to organize and conclude an investigation. Content and Skill standards can be found in the latest published AP biology Course and Exam Description (CED) document. Link for document is below:

<https://apcentral.collegeboard.org/pdf/ap-biology-course-and-exam-description-0.pdf?course=ap-biology>

At the end of the course, students are expected to take the AP Biology exam, administered by the College Board. A sufficient score on this exam makes a student eligible for college credit. *The payment due date this year is November 1, 2022 at around \$95 (exact price of the exam will be TBA).*

Communication: It is very important to keep alert with what is going on in your class. You are highly encouraged to check your Baldwin email daily. You can also directly email me (amy_ancheta@baldwin.k12.hi.us) when you have any question or concern. Also if you are having any technology issues, it is imperative that you contact the school immediately so your learning is not impaired (808) 727-3200. Remember we are here to help you.

Course Websites and other online resources:

- AP Biology - <http://mrsancheta.weebly.com> digital copies of most course materials are kept along with course standards.
- Grades – infinite campus <https://hawaii.infinitecampus.org/campus/hawaii.jsp>
- Google Classroom – Please register. Some of your electronic assignments will be collected through Google Classroom (i.e. Laboratory Write up)
- “My AP Classroom” – Please register for this online College Board classroom @ <https://myap.collegeboard.org/>. Chapter quizzes and unit exams will be assigned through this website.

Required Items (to have every day):

In School:

- Two 1” 3 ring binders (to keep track of all work). It should have lined paper (10 sheets or so). This will be kept in the AP Biology drawer in school.
- The requisite writing implement (pen), sticky notes, and a highlighting pen/tape.
- Two composition books - one for lab notes (honors biology students can use the same notebook from last year) and the other for notes (BiN – biology interactive notebook).

At Home:

- Textbook (School will loan it to you. You are expected to return it in a good condition for the next student) **Textbook:** *Biology in Focus* 2nd edition
- Access to a computer with modern internet browsing capabilities (see me if this is an issue with this). School will issue you one through ELA classes. Please be ready to bring it to school for a few of the in-class assignments.

Attendance: All Baldwin High School attendance policy will be followed. If you are not able to attend class for any reason (i.e. health or family issues), please let me know as soon as possible.

Schoolwide Initiatives & DOE Health/Safety Guidance

Baldwin High School continues to prioritize the following initiatives for SY 2022-2023:

General Learner Outcomes (GLOs): GLOs are the overarching goals in all grade levels in Hawaii - “going beyond academic achievement to ensure students become engaged, lifelong learners.” GLOs will be addressed throughout the year explicitly through pre/post self assessment as well as goal setting/reflection activity each quarter.

- Self-directed Learner (The ability to be responsible for one's own learning)
- Community Contributor (The understanding that it is essential for human beings to work together)
- Complex Thinker (The ability to demonstrate critical thinking and problem solving)
- Quality Producer (The ability to recognize and produce quality performance and quality products)
- Effective Communicator (The ability to communicate effectively)
- Effective and Ethical User of Technology (The ability to use a variety of technologies effectively and ethically)

Nā Hopena A’o (HĀ) - In alignment with GLOs and classroom expectations, Nā Hopena A’o values, modeled after the six outcomes of HĀ: Belonging, Responsibility, Excellence, Aloha, Total Well-being, and Hawai’i will help students develop social emotional skills that are grounded in Hawaii’s unique culture and place. Students need both social and emotional learning (SEL) skills as well as the academic mindset to succeed in college, career, and community locally and globally. These SEL skills will help students draw strength and stability throughout the school and beyond. This year, our class will focus on Pilina, strengthening the sense of Belonging through activities such as “aloha circle” and outdoor “kilo” activities.



Student Voice - In a learning environment, the best way to engage is to foster everyone’s voice and aspirations to bring out the full potential of all the stakeholders. Student voice and aspiration guides learning and achievement in this class as it is evident in self-reflections, assessments, and classroom culture, and students work. Student voice will drive instruction (i.e. mode of learning). After each quarter, using the student survey data, instruction is adjusted to best meet the needs of the students in class.

Office Hours - Students are welcome to attend office hours in my classroom Tuesdays and Wednesdays from 2:10 to 2:50 PM. I am in my classroom unless there is a meeting scheduled.

Best practices for Face-to-Face learning:

Please refer to policy [COVID-19 Health and Safety Guidance for School Year 2022-23](#) as well as the local government safety guidelines: Facial coverings are optional. However, note that wearing a well-fitting mask consistently and correctly reduces the spread of COVID-19 and other respiratory pathogens. Masks are highly effective and inexpensive tools to protect yourself and others.

- Indoor masking is strongly encouraged (but not required) in the following situations: ○ COVID-19 Community Levels are medium or high; ○ Following exposure to someone who tested positive; and ○ For 5 days following travel.
- Individuals who have been diagnosed with or tested positive for COVID-19 must wear a well-fitting mask indoors on days 6 to 10 after completing home isolation. If someone is unable or unwilling to wear a mask indoors and is tested positive with COVID-19, they must remain in isolation for 10 days, regardless of vaccination status.

General Class Procedures & Norm:

Classroom Norm: Safety First, Active Listening, Engage in Learning, Equity of Voice (posted). I will go over classroom norms with examples in our first week.

Extra Help: Other than office hours, extra help is available in person or online upon request. This can be a study session for a group of you or can be an individual help. Saturday help is also available upon request and availability. Please sign up with the teacher via email or in person.

Grade checks/notes from home/other forms.

Please submit it in the class in the “INBOX” tray. I will sign and return it to you in the “OUTBOX” tray.

Make-Up/Late/Redo Assignment Procedure: If you were absent, please check your class calendar on the *website*. You may check *Infinite Campus* for missing assignments as well. No late work/make-up will be accepted after the Unit Exam has been taken except in special circumstances.

Work- scope and sequence:

Summative Assessments: Summative Assessments include tests and formal lab reports. No late or redo summative assessment will be accepted.

Unit Tests: Tests will be given at the end of each unit/topic. Tests are modeled on the AP exam, and include a series of multiple-choice, mathematical “grid-in” questions, and constructed response questions of varying lengths.

Formal Lab Write Up: We will do a few labs during the course of the year. Some lab activities will be major, long-term experiences that will involve the development of a particular protocol to answer a question of your own creation, the collection of data, and the generation and publishing of a documentation of your lab experience (typically a lab report, or a presentation). Labs can be anywhere from a week to three months in length, with laboratory write up typically being due a couple of days after the conclusion of the experimental portion of the activity.

Formative Assessment: All other work that is done in this class falls into the category of formative assessment. These include (but are not limited to) quizzes, smaller lab activities, demos, and homework (including presentations) assignments. Formative assessments can be redone (except for presentations). Feedback will be provided in a timely manner.

Late Work Policy: Late work is accepted in certain circumstances. Please come in to discuss your reason for the lateness. Chronic lateness will not be accepted.

Grade Calculations*: You and your parents will be able to access your course grade on-line. Grade is updated weekly and grade is broken down as written below. Grade is on a weighted point system. See the table below.

Unit Exams	50%
Lab reports	20%
Quizzes/BiN	20%
Homework/Presentation	10%

Extra credit is rarely offered in this class...focus on doing the work assigned to the best of your ability. Late/incorrect/poor quality extra credit will not be accepted.

*Students with documented modified grading plans in individualized Education Plan (IEP) will be graded according to the IEP.

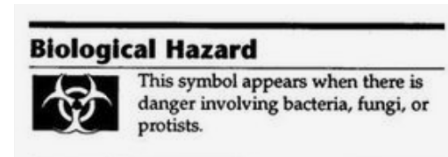
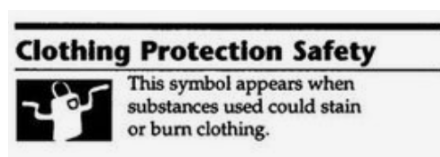
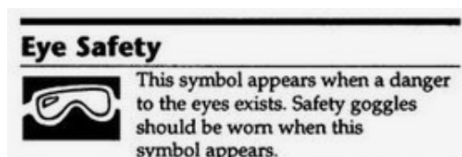
Science Competition Participation

Science competition participation is required of all AP biology students (i.e. Science Olympiad, Science Fair, Genes in Space, HOSA, etc). Competitions are announced throughout the year. Most competitions are done by the 3rd quarter. Of course it is highly recommended that you participate in more than one competition. Why? Because it is so much fun!

Lab Safety Contract

1. I will act responsibly at all times in the laboratory.
2. I will not HORSEPLAY or be off task in the laboratory.
3. I will follow all instructions about laboratory procedures given by the teacher, or pre-lab, because failure to do so could endanger myself and others.
4. I will leave my lab area as I found it, cleaning up after myself.
5. I will wear my safety goggles and follow safety protocols.
6. I know where the fire safety equipment is located in the lab and have been trained in its use.
7. I will immediately notify the teacher of any emergency.
8. I will tie back long hair, remove jewelry (including id), and wear proper shoes while in lab.
9. I will never work alone in the lab, unless instructed to do so.
10. I will not take chemicals, equipment, or dissected parts from the lab without permission.
11. I will NEVER eat or drink in the lab unless instructed to do so by the teacher.
12. I will treat all living or preserved specimens carefully and ethically, and as if they are dangerous.
13. I will only handle living or preserved specimens when authorized to do so by the teacher.
14. I will not enter or work in the storage room unless authorized to do so by the teacher.
15. I will keep a copy of this contract as a reference in my quadrille.
16. Failure to follow any of these procedures may result in my immediate removal from the lab, for a time to be determined appropriate by the instructor. In the interim I will be provided with alternative assignments to complete as necessary.

Common Safety symbol:



Common Lab Equipment (Draw & Label them below):

Letter to parents:

Aloha,

Welcome to another school year! I look forward to an exciting academic year with your child in my class. I believe that each child is special and together, we all can work cooperatively and collaboratively for your child's best achievement.

Attached are the course description, class requirements, grading policy and other guidelines to assist your child to have the best learning environment possible. Please take a few minutes to read the information, which has been shared with your child. Should you have any questions or concerns, please call me at school, 727-3200 or email me at amy_ancheta@baldwin.k12.hi.us.

Mahalo Nui Loa,
Mrs. A. Ancheta

Your Child's Name (print): _____ **Date** _____

I have read, understood, and agree to the course description, requirements, grading policy, and other guidelines outlined in the course syllabus.

Student Signature

I have read and agree to the course description, requirements, grading policy, and other guidelines outlined in the course syllabus. I will contact the teacher should there be any questions or concerns.

Parent/Guardian Signature

If there is any information that you would like to share with me about your child, please email me.