**Advanced Placement (AP) Biology**

Rules and Procedures

Mrs Amy Ancheta

Email: amy\_ancheta@notes.k12.hi.us

Please do not email from your school (Baldwin) gmail account to my lotus notes email. If you are emailing from school gmail account, email to amy\_ancheta@baldwin.k12..hi.us.

**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.

At the end of the course, students are required to take the AP Biology exam, administered by the College Board. A sufficient score on this exam makes a student eligible for college credit.

**Course Websites:**

* AP Biology - <http://mrsancheta.weebly.com> where digital copies of most course materials are kept along with course standards. If you want to know what the homework is, call a friend, email me, or check on the website.
* Grades – infinite campus <https://hawaii.infinitecampus.org/campus/hawaii.jsp>

**Extra Help:**

* Extra help is available during lunch recess and afterschool. In addition, Saturday sessions are available before/after scheduled Saturday sessions. Please sign up with the teacher.

**Required Stuff (have every day):**

**In class:**

* Two 1” 3 ring binders (to keep track of all work). It should have lined paper (10 sheets or so) and graph paper (10 sheets or so).
* The requisite writing implement (pen) and a highlighting tape.
* One composition book for lab notes (honors biology students can use the same notebook from last year) and a sketchbook (preferred but composition book okay) for notes (BiN – biology interactive notebook).
* Post-it /Sticky notes

**In Lab**

* Two rolls of paper towels
* Sponge or Chlorox Disinfectant wipe

**At home:**

* Textbook
* Access to a computer with modern internet browsing capabilities (see me if this is an issue for you and we can work it out :).

**Classroom Norm:**

1. Safety First
2. Active Listening
3. Engage in Learning
4. Equity of Voice

**Attendance:** All Baldwin High School Attendance policy will be followed.

**Make Up Assignment Procedure:**

If a student is absent, it is the student’s responsibility to ask for any missed work. First check the **“ABSENT/Tardy”** box then ask the teacher and classmates. Also check class calendar to see what was discussed in class. Students have exactly one week from the day of absence to make up his/her work (including laboratory assignments). If the student does not come in to make up an assignment during a schedule time and date, student will receive a “0”for the assignment. It is your responsibility to complete your missed work in a timely manner.

**Grade check/FT forms/notes from home (i.e. absent notes):**

Place grade check/FT form/absent notes (and all the forms that need teachers’ signature) in the **INBOX.**  They will be read, signed and placed in the **OUTBOX** during class. You need to pick up your paper before you leave.

**Textbook: *Biology*** by Campbell 10th edition

**Work- scope and sequence**: There are two major kinds of assignments in this class:

**Summative Assessments:** Summative Assessments include tests and lab reports.

**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.

**Labs:** We will do many 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 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 assessment can be redone (except for presentations). Feedback will be provided.

**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 | 40% |
| Lab reports | 20% |
| Quizzes/BiN | 20% |
| Homework/Presentation | 20% |

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.

**Science Olympiad and Science Fair Participation**

Science competition participations are required of all AP biology students (i.e. Science Olympiad, Science Fair).

Lab Safety Contract

### (Print, then sign, and return. Students will receive a copy of the contract to be kept in their binder.)

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 lining 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.

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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 safety contract. 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, 727-3229 or email me at amy\_ancheta@notes.k12.hi.us. If I am not available, please leave your name and phone number and I will return your call. Please sign and return this form after reviewing/discussing the syllabus with your child.

Mahalo Nui Loa,

Mrs Ancheta

AP Biology Teacher

**Your Child’s Name (print)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read, understood, and agree to the course description, requirements, grading policy, and safety contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Student Signature**

I have read and agree to the course description, requirements, grading policy, and safety contract for the course. I will contact the teacher should there be any questions or concerns.

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 **Parent/Guardian Signature**