

**Sandra Day O'Connor
Biology Syllabus and Lab Safety Agreement**

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Course Description

The curriculum follows state and district standards, which can be viewed on-line on the district website. Students will be responsible for learning all of the state standards and additional information the administration has instituted into the curriculum. Students will be encouraged to develop a true understanding of biological concepts, processes, and critical thinking skills and problem solving skills which are essential to learning in any area. Biology is intensive in both terminology and concepts; therefore, it will be necessary for students to spend time outside of class reviewing terms and concepts and make the most of time in class by completing assignments and complying with behavioral expectations. In addition to mental preparation, it is also expected that students are physically ready for class. Therefore, they must have the required materials, be dressed in compliance with the school dress code or lab attire on lab days. Honors Biology is a two-semester class with cumulative grades.

Assignments

1. Assignments will be handed in at the beginning of class to a tray designated for that class. Homework and class work must be neat and legible. The top right corner must contain the student's first and last name followed by the period, and date.
2. Projects will only be accepted on or before the assigned due date, therefore **no late work is accepted**.
3. There are no retakes on tests.

Grades

Grades are weighted and cumulative per semester. Parents and students should check grades on-line using the PowerSchool® program.

90 – 100 = A	50 – 59 = F	Test and Quizzes = 56%
80 – 89 = B		Final Exam = 20%
70 – 79 = C		Labs = 12%
60 – 69 = D		Class work = 12%

Absent work

1. Any student missing class is expected to make-up any and all work missed. An absence does not excuse a student from a project due date.
2. Another student in the class will collect any materials that were handed out that day and leave them in a designated classroom location for that student upon their return.

Classroom Expectations

1. To be a member of the class, each person in the room is expected to show respect to themselves, to others, and to the materials of the classroom. Students must also be respectful to the classroom materials and furniture. Vandalism of any kind will not be tolerated.
2. Engage in the day's activities and stay focused
3. Be open to divergent perspectives and points of view.
4. Students will ask permission to leave their seats or speak by raising their hand.
5. Students will return the classroom to its original position including picking up trash and cleaning and returning all class materials to their original location before dismissal.
6. Students will block out 5 bathroom passes for the semester in their agenda for this class. Students are limited to using only those passes and will not be permitted to leave once those passes have been used.
7. Use of technology is limited to what the teacher designates as purposeful. Texting in class is not allowed.

Homework

1. Outside of class readings may be assigned. It is expected students will have these read before the next class.
2. Homework is not given nightly; however, notes are expected to be reviewed nightly and augmented by completing their conclusions when notes are given.
3. Homework, when assigned, is expected to be turned in on the assigned due date.

Tutoring

Students may make appointments for additional instruction with the teacher.

Academic Dishonesty: Academic dishonesty is taken very seriously in academia and will result in a grade of ZERO for that specific assignment. Academic dishonesty includes; cheating, fabrication, fraud, facilitating academic dishonesty, and plagiarism.

1. **Plagiarism:** any attempt to knowingly or deliberately pass off other's work as your own. This includes but is not limited to: copying portions of a textbook or lab manual without citing its source, using information from any source without citing the source and page number, copying sections of text from other sources into papers or presentations, or copying answer from another student or student's assignment. Paraphrasing is more than changing one or two words, it is synthesizing what you have read from one or more sources completely into your own words. Working with another student in which ideas are discussed and each student puts their answer in their own words is not plagiarism.
3. **Fabrication:** any attempt to present information that is not true when the author knows the information is false.
4. **Fraud:** any attempt to deceive an instructor or administrative officer.
5. **Facilitating Academic Dishonesty:** any attempt to assist an act of academic dishonesty by another individual.

Adapted from Northern Arizona University Biology Department policy on Academic Dishonesty, 2012

Bring your Own Electronic Devices to Facilitate Learning: SDOHS is now a "bring your own device" campus, meaning that we integrate the use of tablets, laptops, and smartphones into the classroom with the instructor's permission. The classroom teacher will inform students as to when they may use their device and for which purposes. Students must adhere to their teacher's guidelines for use and appropriate times for use. Any student who violates the teacher's guidelines will be subject to disciplinary action.

Topic Sequence: The order and components are subject to change.

First Semester:

Scientific Process
Properties of Water
Cells
Photosynthesis, respiration, fermentation
Cell Division

Second Semester:

Genetics
DNA Replication and division
Protein Synthesis
History and processes of Evolution
Ecological cycles and relationships
Body Systems

O'Connor High School Student Science Safety Contract

Purpose

Science is a hands-on laboratory class. You will be performing experiments that may require the use of hazardous chemicals. Safety in the science classroom is the number one priority for students, teachers, and parents. To ensure a safe science classroom, a list of regulations has been developed and provided to you in this safety contract. These rules must be followed at all times. Both you and your parent or guardian must sign the last page of this contract and return it to your teacher before you can participate in labs. The remaining pages are to be kept in your sciences notebook.

General Guidelines

1. Conduct yourself in a responsible manner at all times in the classroom. Inappropriate behavior is dangerous and prohibited. Be alert and notify you instructor of any unsafe conditions you observe.
2. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the labs of others.
3. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.

4. Do not touch any equipment, chemicals, or other materials in the classroom area until instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory area. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the lab procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the lab. Read all procedures thoroughly before entering the lab.
8. Work areas should be kept clean and tidy at all times. Other materials should be stored in the classroom area.
9. Do not pour anything down the sinks or throw anything away unless instructed to do so.
10. Know the locations and operating procedures of all safety equipment including the eyewash station, safety shower, and fire extinguisher. Know where the fire alarm and the exits are located.
11. **Wash your hands with soap and water after performing all experiments.**
12. Clean (with detergent), rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
13. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.

Clothing

14. Dress properly for the activity. Long hair should be tied back, any loose clothing (ties, loose sleeves, long necklaces) should be tucked in or removed. Shoes must completely cover the foot. No sandals, flip-flops, or open-toed shoes are allowed.
15. Lab aprons and/or goggles are to be used when the instructor indicates they are necessary. Goggles are to be secured over the eyes until the entire lab area is cleaned and the student is returning to their classroom seats. Everyone in the area of an experiment must use goggles, not only the person completing the task.

Accidents or injuries

16. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
- I must obey these rules to insure my own safety, and that of my fellow students and instructors.
 - I will cooperate with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I recognize that it is my responsibility to obey them fully.

In addition, I am also aware that any violation of this safety contract that results in unsafe conduct in the classroom or misbehavior on my part will result in the following actions:

- I will receive a verbal warning from my instructor.
- If I choose to continue in an unsafe manner, I will then be removed from the classroom for the day, receiving a failing grade on the lab.
- If I continue to violate the safety guidelines outlined in this contract, I will be referred to an assistant principal, which may result in my dismissal from the course.

Informed Consent of student data collection

As part of the course, students may participate in self-evaluations or research at individual, class, or grade level. These tasks do not fall outside of normal daily routines and activities and would be used by students to better understand the process of scientific methodologies and research as well as provide insight into improving the effectiveness of these tasks such as study habits. Students will be able to see and analyze raw data as well as compiled results and trends but would not see indicators that could identify an individual. Participation in such activities is voluntary and will not affect the student's grade.

Please sign and return to your science teacher

Course Expectations and Lab Safety Agreement:

I, _____ (please print students first and last name) have read the above class expectations and lab safety agreement. I understand the information of the above pages. I agree to follow all of the rules and procedures listed.

Student signature

Date

Hour

Print parent or guardian name

Parent or guardian signature

Date

Informed Consent of student data collection

I (we) agree to (allow my student to) participate in experiments in which students collect and share data on their own daily activities to better understand elements of biology and the scientific process.

Student signature

Date

Parent or guardian signature

Date

Photography

Your student's photograph might be used in or on a school presentation, website, scrapbook, or video. By signing below you give permission for your student's photo to be used in any of the above formats.

Parent or guardian Signature

Date

Contact Information. Please print neatly.

Email Address _____

Guardian Cell phone number(s) _____

Guardian Work Phone number(s) _____