# *INSTRUCTIONAL PROCEDURES*

# *and*

# *EXPECTATIONS*

**CHEATING**

* Cheating is wrong.
* Cheating includes, but is not limited to:
	1. copying or sharing test questions or answers
	2. copying or sharing home study assignments
	3. copying or sharing lab analysis answers or conclusions
	4. use of electronics to find answers
	5. plagiarizing written work.
* All students involved in cheating will receive a zero on the assignment and a referral to the principal. Parents may also be notified of the dishonorable conduct.

**GRADES**

Quarter Grades will be determined as shown below:

 **Formal: Unit Exams, Laboratory Investigations, Projects……………………..………..70%**

 **Informal: Homework, Classwork, Quizzes……………………………………………….. 30%**

## UNIT EXAMS

* On exam days, unit exams will be cumulative; each unit builds on the previous unit.
* Each exam will reflect the format of the College Board AP Biology Exam: 50% Multiple Choice and 50% Free Response, timed sections, questions that integrate math skills.
* If a make up exam has to be given due to absences, the format of the exam will change.
* Bring a **#2 pencil with a clean eraser and a calculator** to class on **exam days**.

### LABORATORY INVESTIGATIONS

### Students will spend at least 25% of instructional time doing laboratory investigations.

### Students will design and perform laboratory investigations with assigned teams. Each student, however, is responsible for submitting his/her own laboratory analysis/report/lab notebook.

* Students will maintain a lab notebook throughout the course documenting all lab investigations.
* Students will write and submit formal lab reports to communicate their findings and connect them to content. They will present their findings to each other at the close of the laboratory investigations.
* Food and drink are prohibited during laboratory investigations.
* Failure to follow safe laboratory procedures will result in removal and a grade of zero.

**QUIZZES**

* Quizzes will be given in varying formats, announced and unannounced.

### CLASS ACTIVITIES & LEARNING STRATEGIES

* Students will present and defend their work with scientific evidence.
* Students will learn in teams and demonstrate their learning using scientific models.
* Students will take notes from their own work as well as some lecture presentations.
* Students will use technology to enhance learning as often as possible.
* Students will research and make presentations.
* Students will read, annotate, analyze and discuss scientific articles.
* Students will read and journal on at least one non-fiction book.
* Students will engage in whole class discussions; they will form opinions and express those opinions in writing with supporting evidence.
* Students will maintain a portfolio of work and engage in self-reflection of work quality.

### HOME STUDY ASSIGNMENTS

* Assignments MUST be completed as instructed.
* Students MUST read, read, read! (articles from science magazines and online news sources, scientific abstracts, textbook)
* Students MUST be prepared in order to participate at the highest level. ***Student work during class*** (See Class Activities & Learning Strategies above) ***will often depend on completion of Home Study Assignments.***
* Students MUST **study** at home.

## CMS AP Biology COURSE CREDIT

* Students are expected to advocate for themselves if they have concerns about their grades or need help with content.
* Students should receive 1 science credit and 2 quality points upon successful completion of the course and the AP Biology exam.

**COLLEGE CREDIT for the AP Biology EXAM**

* Colleges differ in what score, if any, they will accept for credit. Typically, a score of 4 or 5 is needed; some schools will accept a 3. Students should check with the colleges to which they are applying for details.

## The AP EXAM

* Students will take the AP Biology Exam on **Monday, May 11, 2020 beginning at 8:00am.**
* The exam is 3 hours long with two 90-minute sections: multiple choice and free response. Each section counts for 50% of the overall exam score.
* There are 60 multiple choice questions that address content and science practices.
* The second section contains 6 free response questions. 2 long FRQs (8-10 pts each) and 4 short FRQs worth 4 points each.

**MATERIALS/SUPPLIES**

The following supplies will be needed for this class:

* ***2” Three-ring Binder***
* ***9 or 10 divider Tabs***
* ***Loose Leaf Paper***
* ***1 graph-lined (gridded) composition notebook***
* ***Calculator (Four Function with square root, Scientific, or Graphing)***
* ***Blue or Black pens***
* ***#2 Pencils***
* ***Highlighter***

These will be provided by the school:

* **AP Biology Textbook: *AP\* Edition Campbell Biology*. 9th Edition. Pearson Benjamin Cummings. 2011**
* Holtzclaw, Fred and Holtzclaw Theresa. *Pearson Education AP Test Prep Series: AP Biology* (to accompany Person’s Campbell Biology programs).

**ASSIGNMENTS**

* Assignments are to be turned in on the day that they are due, at the time that they are requested by the teacher. *If there are extenuating circumstances, see your teacher.*
* If a student is present when an assignment is given, but absent on the due date, the assignment is due upon the student's return to class. *If there are extenuating circumstances, see your teacher.*
* Students will receive a grade of zero for not turning in assignments.
* Any assignment turned in without the student's first name and last name will not be graded.
* When submitting an assignment in ink, students should use only blue or black pens.

**ATTENDANCE/MAKE-UP**

* Students should come to class every day, on time and prepared. Much of the work done in class, especially laboratory investigations, cannot be replicated at home. Making up the exact class assignments will be difficult; alternative assignments and understanding the content will be much more challenging.
* If absent from class for *any* reason, students must bring a note for the teacher.
* Students must check with the teacher for missed assignments. (Assignments are placed in dated folders)
* Students are allowed 10 total absences (excused or unexcused) per semester. After 10 absences, students are required to do credit recovery or risk failing the course.

**GENERAL BEHAVIOR EXPECTATIONS**

1. Be Present and On Time
2. Be Honest.
3. Be Responsible.
4. Be Respectful.
5. Check Yourself
* Hat off?
* Ear phones out?
* Personal technology on silent and away?
* Food away and out of sight?
* Good attitude?
* Ready to learn?
1. Students are asked to wait for teacher’s instructions before "packing" to leave class.
2. Please wait for teacher to dismiss class before leaving.

**Warning:**

* 1. Personal technology used at inappropriate times may be confiscated until the end of the school day.
	2. Consequences for inappropriate behavior include: warning, parent contact, detention, and referral

Any student who works to the best of his/her ability and meets all of these expectations shall experience a successful year in AP Biology with Mrs. Mathis

**ADDITIONAL INFORMATION:**

Contact Mrs. Mathis through:

 1) e-mail: lindsay.faulkner@cms.k12.nc.us

2) cell phone: (704) 575-2645

3) [www.MPHSbiologyAP.weebly.com](http://www.MPHSbiologyAP.weebly.com)