

**WELCOME TO  
MS. MCCABE'S BIOLOGY CLASS!**

# **Course Syllabus**

**My E-mail:** [Ashley.mccabe@polk-fl.net](mailto:Ashley.mccabe@polk-fl.net)

**Our class website:**

[www.mccabesbiology.weebly.com](http://www.mccabesbiology.weebly.com)

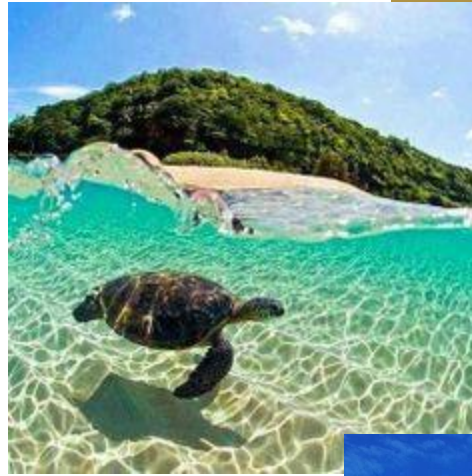
**Room 08-016**

# ABOUT ME

Bachelor's Degree in  
Biology from the University  
of Central Florida

I enjoy travelling, reading,  
fishing, Disney, and the  
beach

I have a cat, Annie, and a  
hedgehog, Gudrun



# BIOLOGY COURSE OUTLINE

Unit 1 – Science & Chemistry of Life

Unit 2 – Ecology

Unit 3 – Cells & the Cell Cycle

Unit 4 – Cellular Energy

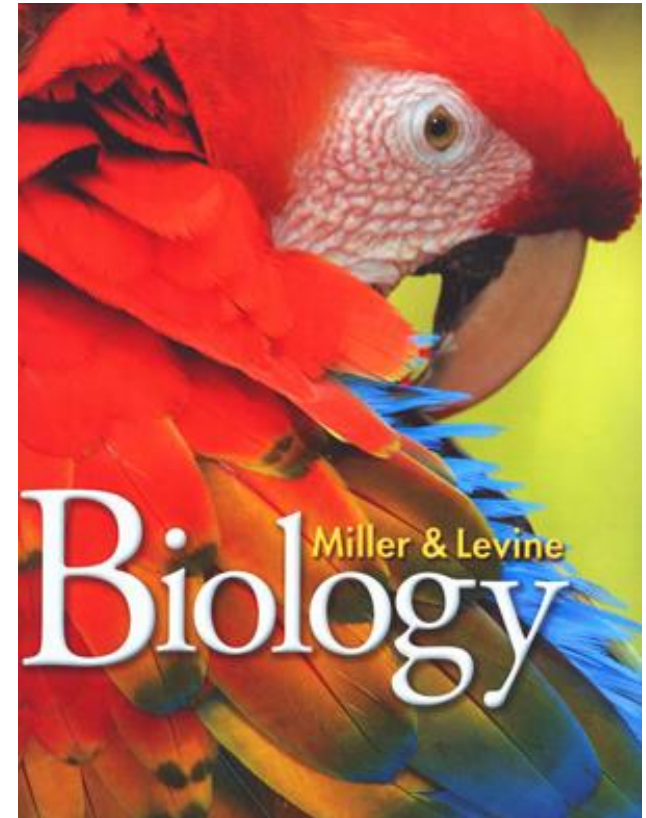
Unit 5 – Heredity

Unit 6 – Nucleic Acids

Unit 7 – Origin & Evolution of Living Things

Unit 8 – Classification

Unit 9 – Human Body Systems



**Textbook: Miller & Levine Biology**

*\*Class set only. No student take-home sets.\**

# WHAT ARE PROCEDURES?

Procedures are put in place for our classroom so you will know what is expected of you on a daily basis.

This will allow us to focus all of our attention on the *wonderful world of biology!*



# ENTERING CLASS PROCEDURES

- DAILY Greet Ms. McCabe at the door while wearing your student ID! *I like hi-5's or fist pumps!*
- Go directly to your seat and review instructions on the white board.
- Take out the appropriate materials.
- Store backpacks under the Word Wall in the lab (not on tables).
- **ALL cellphones & headphones must be stored in your backpack at this time.**
- Turn in homework and begin the Do Now assignment immediately.
- You must arrive on time every day and be in your seat when the bell rings with your materials out. I will count as **tardy** anyone not in their seat and ready to begin.

# ENTERING CLASS PROCEDURES

## THE BIG, PINK “M” IS YOUR FRIEND!

### MUST DO

1. Turn in HW
2. Write in Agenda
3. Do Now
- 4.

\*HW

### MAY DO

1. Begin HW
- 2.



- The “M” on the whiteboard represents the **M**aterials you will need for class.
- The “**Do Now**” on the SMARTBoard is your opening assignment.
- Please have these items and be in your seat working on your “Do Now” by the time the tardy bell rings each day.

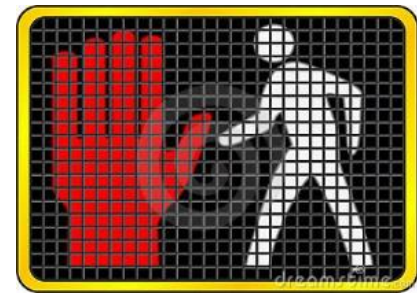


*(EXAMPLE)*

**DO NOW 8/24-25/15**

1. Find your assigned seat and remain seated
2. Please have out your materials from the pink “M” on the board

# CLASS “TRAFFIC” PROCEDURES



- Wait for directions before beginning any activity or moving from classroom area to lab area.
- If you need to leave your seat, wait until students are working independently and raise your hand for permission.
- You will be told when to get your backpacks. *You will not be made late to your next class because of this.*
- At the end of class, **the bell does not dismiss you, I do!**





# TURNING IN HW/ASSIGNMENT PROCEDURES

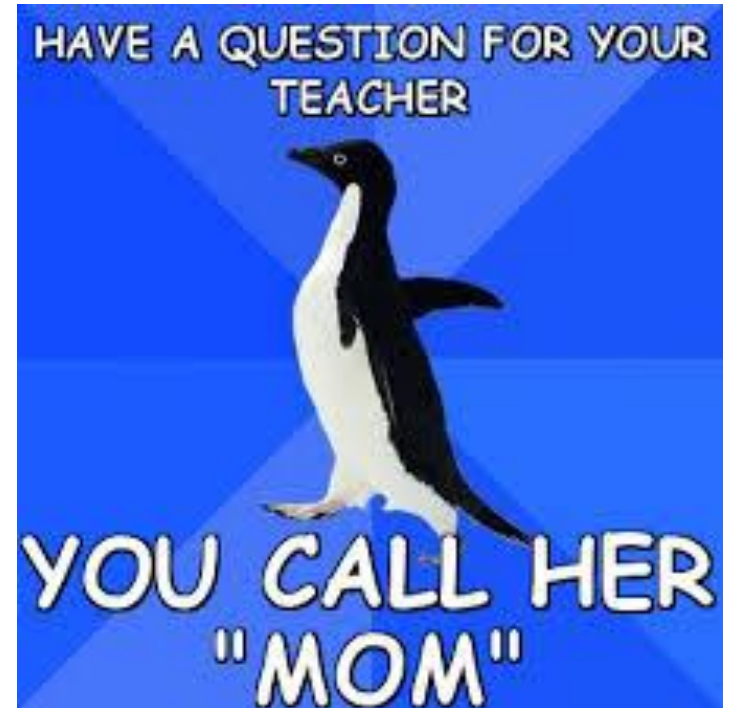
- Homework is due at the **beginning** of class into the correct period bin.
- Any work turned in after this time is considered late and will be accepted **with a grade deduction.**

***Cheating will not be tolerated!***

# QUESTION PROCEDURES

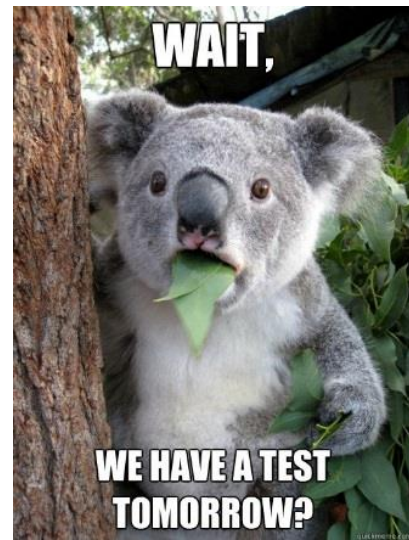
Ask 3 before me!

1. Shoulder Partner
2. Teammates
3. All team hands go up for a team question



# TEST DAY PROCEDURES

- You must locate the instructions on the **Do Now** for necessary materials.
- All backpacks, purses, textbooks, jackets (except those being worn), and hats will be placed neatly below the Word Wall.
- You must take your seat and wait for further instruction.
- ***Cheating will not be tolerated!***
- Once you finish your test, turn it in to the correct period bin and take a seat in the lab.
- Begin the lab assignment provided.
- **Do not retrieve your items from the lab area until instructed.**



# QUIET SIGNAL PROCEDURES

*Attention Students:  
This is one of our MOST  
important procedures that  
will be used daily!! Become  
familiar with your role!*

1. I will say, “Hi-5 please” and put my hand up
2. You will stop talking and stop doing
3. You will give me your full attention
  1. Eyes on me
  2. Hand up
  3. Voices off
4. What if others will not be quiet?
  1. Give them a NON-verbal signal
  2. Tap their desk, give them a wave



# ABSENCE PROCEDURES

I really and sincerely miss you when you are not here.

No empty chairs!

- The make-up work folders are at the table in front of my desk.
- Green folder = Bio 1 Honors
- Brown folder = Bio 1
- Complete the missing work form & turn this in with your make-up work.



# ABSENCE PROCEDURES

- Please see that your absence is excused with appropriate documentation.
- It is the **student's responsibility** to locate the absent work folder and turn in the make-up work.
- If an **assignment** was due during your absence, it is due the day of your return.
- If a **test** was missed, you will make it up on the day of your return.
- If a **lab** was missed, an alternative written assignment may be given.

You have the number of days you were absent plus 2 school days to complete your make-up work.

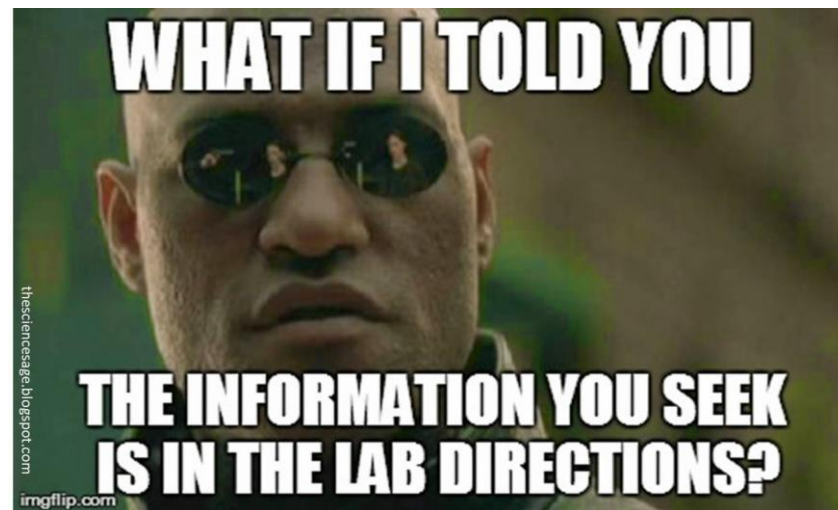




# LAB PROCEDURES

- No food or drink in the classroom or lab areas. *You will not starve or die of thirst in this classroom.*
- Find your lab seat and begin reading the lab worksheet.
- NO horseplay in the lab. Do not touch or play with any equipment until instructed to do so.
- Pay attention to the raised hand signal for further instructions during any activity.

*Note: You will take a Zero for any lab activity without any alternative assignment until you return your signed Safety Contract.*





# VISITOR/SUBSTITUTE PROCEDURES

- When someone enters the classroom: **immediately** there should be silence.
- Continue on with your lesson.
- I am rarely out, however if I am, please treat the substitute as respectfully as you treat me. I expect the same good behavior at all times.



# CONSEQUENCES OF NOT FOLLOWING PROCEDURES

1. Non-verbal cue/Proximity
2. Verbal reminder (*You only receive one.*)
3. Lunch Detention & Phone call or e-mail to parent/guardian
4. Disciplinary referral



Dress Code is strictly enforced in my classroom. Please refer to your handout or the school website for specifics.

# ASSIGNMENT & GRADING POLICY

## Classwork/Homework 5 - 20 pts

- **All assignments will include a complete heading.** The heading will include: Name, Date, Period, and Assignment Title at the top, right-hand corner of **every** paper.

## Notebook Checks 10 – 100 pts

- Part of what makes a great scientist is efficient and collective record-keeping. All work will be logged on a Task Sheet with the assignment number, title, date and grade earned. Your notebook is of great advantage to you to study for tests and for help with homework. Checks will occur **at least** once per nine weeks. *It is an easy source of points!*

## Lab Work 20 - 30 pts

- You are expected to follow all safety precautions during lab work. **If you break any of the safety or general classroom rules during a lab, you will be moved back to the classroom area and receive a ZERO for that lab.** Also, if you do not return your signed Safety Contract, you will not be allowed to participate in the lab area and will be given **a zero!**

## Quizzes 10 - 20 pts

## Tests 50 pts

- Tests will be given approximately at the end of each major unit.

## Final Exams 100 pts

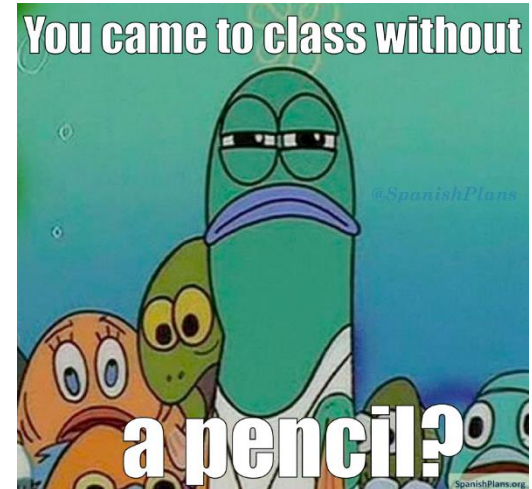
## Projects/Presentations Varies

- For this course, projects **may** include drawings, models, and various other methods to determine student learning both in class and long-term at home.

# MATERIALS: COME TO CLASS PREPARED TO WORK AND LEARN.

## Required Materials Needed Daily:

- Pencils
- Dry-erase marker (personal use)
- Colored pencils
- Hi-liters
- **3-Ring binder** with pockets (1-in preferred)
- **Notebook paper**



**Extra Credit Materials** may be submitted for extra credit at any time during the 9 weeks. The maximum amount is 18 pts.

1 Point Items	2 Point Items	3 Point Items
Tape Extra pens/pencils Tissues Extra glue sticks	Sticky notes Extra hi-liters 1 roll of paper towels 1 pack 3 x 5 index cards Colored pencils Markers	Hand sanitizer Ream of white paper Hand soap Dry-erase markers Spray cleaner (for lab tables)

# I HAVE HIGH EXPECTATIONS FOR **EACH** OF YOU!

Why? Because I believe in you!

I know you are ALL smart, and **never** want to hear differently.

**You can** do anything you try.

“I can’t” is the acronym for “I Completely Admit I’m Not Trying.”

*A positive attitude is expected. A willingness to participate is **crucial** to your success. A non-threatening learning environment is maintained to ensure participation. You are expected to be encouraging and supportive of your peers. Be self-motivated to do your best and seek help in this class. I have high expectations for all of my students and I know you can exceed them. Your effort makes the difference!*

# SAFE ZONE PROCEDURES

This classroom is a *Safe Zone*.

No one is allowed to say anything ugly about you or to you while you are here.

You are not allowed to talk about others, and others are not allowed to talk about you.

You are free to ask/answer questions, share your feelings, and be your true self.

If someone calls you a name or is negative to you, they will be asked to apologize and say three positive things about you.

We are a family unit in this class and anything you share will remain here.

BRACE YOURSELF

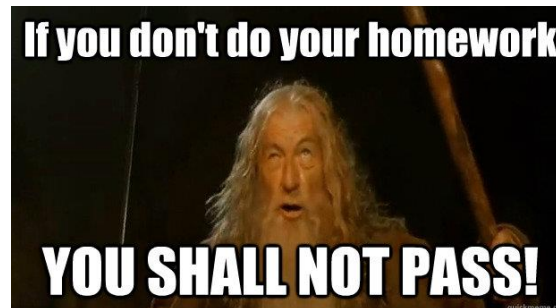


HOMEWORK IS COMING

# HOMEWORK FOR TONIGHT *DUE NEXT* CLASS

Copy this into your agenda, planner, or a sticky note from your team tub

1. It is **your** responsibility to have a parent/guardian sign the bottom of the Parent Letter
  - Cut off the bottom of the letter to turn in
2. It is **your** responsibility to have a parent/guardian complete the Student Information Log
  - This also must be turned in next class period



**\*\*Note:** You will take a Zero to sit out during any lab activity (without alternative assignments) until you return your signed Safety Contract.