

Ms. Maestas'

Biology

Policies & Procedures

ROOM:	113
CONFERENCE HOURS:	14:17-15:06 Daily
E-MAIL ADDRESS:	gloria.maestas@lubbockisd.org

➤ EXPECTATIONS:

- Be responsible & respectful.
- Have a positive attitude.
- Be in the classroom and in your assigned seat when the tardy bell rings.
- Bring class materials every day.
- Follow all school rules.

➤ GRADING SCALE

- 10% District Assessment (see chart on right for report conversions)
- 90% Assessments

Performance Level	Recorded Grade
Does not Approach	65
Approaches	75
Meets	85
Masters	95
Perfect Score	100

➤ REASSESSMENT

- Students will have the opportunity to be reassessed on any grade below an 80 for a MAXIMUM of an 80. This must be done within 7 days of the assessment grade being posted. All practices and daily work MUST be accounted for before a reassessment is allowed. However, this is subject to the teacher's discretion as well.

➤ MATERIALS & SUPPLIES

- Chromebook - MUST be brought to class EVERY day
- Pencils or Pens

➤ TUTORIAL TIMES

- Mrs. Maestas will be available for tutorials 07:30-08:00 Tue/Wed/Thur and 16:00-17:00 Tuesdays. However, it is always best for a student to coordinate with Mrs. Maestas when tutorials are needed.

➤ **GOOGLE CLASSROOM**

- Google classroom will be used EVERY DAY for each class period. This is where all assignments will be turned in. All assignments, due dates, and other materials can be found there.

➤ **TOPICS**

1. Laboratory Management & Safety
2. Scientific Method
3. Ecology
4. Biochemistry
5. Cells
6. Cellular Processes
7. Genetics & Heredity
8. Evolution
9. Classification
10. Bacteria & Viruses
11. Plant Structure & Adaptations
12. Body Systems
13. Experimental Design

➤ **What do I do when I come to class each day?**

- Be in your assigned seat before the bell rings.
- Follow all directions and class expectations.
- Have your chromebook and composition notebook ready. You should be working on the bellringer.

➤ **What do I do when I am absent from class?**

- Tell Ms. Maestas' ahead of time, if possible.
- Students who are absent should check Google Classroom for assignments missed. Also, check the folders on the front lab desk of the classroom for assignments.

➤ **What do I do with my science assignments?**

- You will create a Biology notebook. Many notes and assignments will be done there.

➤ **Is there anything else I need to know to be successful in Ms. Maestas' class?**

- Cell phones are NOT allowed in my classroom. Upon arriving at class, students will have the option of turning the cell phone in or charging it at the charging station. Cell phones will be returned to all students at the end of class.
- Students are not allowed to leave the classroom during the first 15 minutes of class, in accordance with school policy. However, students are allowed to use the restroom nearest to our classroom with a 5 minute turn-around time. All passes out of class are at the teacher's discretion.