

DON LUGO HIGH SCHOOL BIOLOGY DEPARTMENT EXPECTATIONS

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Dear Students, Parents and Guardians,

We look forward to working with you throughout the school year. Effective communication is key to student success. It is the student's responsibility to communicate with the teacher via email, google classroom or other methods recommended by the teacher. All teachers can be reached via the email listed on the school website. Valuable information is posted on the Don Lugo website www.donlugo.com under the tab classrooms. Search for your teacher's name. Student progress/grade can be monitored via aeries portal. Thank you for taking the time to read this information. Please review the following policies, expectations, and curricular standards required of students. Distance learning modifications are provided in bold under each section. If you have any further questions please contact your student's science teacher.

Sincerely,

The Don Lugo High School Biology Department

ATTENDANCE

Attendance to distance learning classes is mandatory. Attendance will be taken each class period daily. The Board desires to emphasize the importance of school attendance. Therefore, students with excessive unexcused absences (25 percent absences per trimester or semester) may receive a failing grade and may not receive credit for the class(es). If a student misses class without an excuse and does not subsequently turn in homework, take a test or fulfill another class requirement which he/she missed, the teacher may lower the student's grade for nonperformance. BP5121(d). Please see Don Lugo's attendance policy in your student handbook for further information.

CONDUCT

During distance learning, students are expected to follow all CVUSD and Don Lugo behavioral expectations. The Board of Education believes that all students have the right to be educated in a positive learning environment, free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. Behavior is considered appropriate when students are diligent in study; careful with school property; and courteous and respectful towards their teachers, other staff, students, and volunteers. BP 5131(a).

Students are expected to meet classroom expectations by being respectful, responsible and involved. If the established expectations are not met students will be held accountable for their actions.

- Minor incidences will be handled by the teacher.
- Major offenses will be handled by administration

Failure to follow the classroom expectations may result in an **UNSATISFACTORY (U)** in citizenship and/or work habits on the report card

LAB ACTIVITIES

During distance learning virtual lab experiences will be provided when possible. Labs are an integral part of your science experience. Students will be instructed on appropriate safety procedures and use of equipment. Students and parents will be asked to sign and return a Science Safety Contract as well as pass a Science Safety Test with 85% to participate. In order to participate in a lab, students must be prepared for the lab activity by completing the prelab assignment or homework prior to entering the lab. During the lab, ALL students must adhere to safety rules and procedures. An alternative assignment may be given to students in lieu of the planned lab. All lab make ups due to an excused absence may be made up by appointment with the teacher.

HOMEWORK/ASSIGNMENTS

During distance learning, all homework/assignments will be assigned and submitted virtually. This may be via the google classroom or other digital platform designated by the teacher. The Board of Education recognizes that homework contributes toward building responsibility, self-discipline, and lifelong learning habits. Time spent on homework directly influences students' ability to meet the District's academic standards. The Board expects students, parents/guardians, and staff to view homework as a routine and important part of students' daily lives. BP 6154(a) Science students should expect at least 30 minutes of homework each night to reinforce the standards being taught in the classroom. Homework is assigned to emphasize independent practice, research, reports, reading and problem solving activities. AP students should expect MORE THAN one hour of science homework. When larger assignments are given, students should plan to work on the assignment each night. Homework may often include work started but not finished during the class period.

1. Academic Honesty: The CVUSD Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. CVUSD BP 5131.9 A grade may be affected because of cheating. A student who is found to be cheating shall receive an "F" grade on the assignment, project, test, or any other activity where the cheating occurred. AR5121(d). Please review Don Lugo's code of honor/academic honesty in the student handbook.
2. All assignments must be completed according to teacher directions.



GRADES

Please monitor student grade on the Aeries Porta. Homework, class work, quizzes, tests, labs, notebook, projects and class discussion will be assessed and points will be earned. Points accumulate throughout the semester. At the end of the semester all students will take the end of semester final exam.

THE CONQUISTADOR WAY: BE RESPECTFUL, BE RESPONSIBLE, BE INVOLVED

LAB CLASSES:

Assignments:	(40%)
Classwork/Homework	30%
Class Discussion/Notebook	10%
Assessments:	(60%)
Tests, Quizzes, Finals,	60%
Lab inquiries, reports and projects	

4. Colored pencils
5. Plain white copy paper
6. Metric ruler
7. Scientific calculator
8. Graph paper

AP CLASSES—SEE TEACHER

LATE WORK

During distance learning, students must notify the teacher via email or google classroom when a late assignment has been completed and submitted. In an effort to encourage students to strive to become responsible citizens, the science department expects all students to submit all assignments on or before the teacher designated due date. If accepted, work submitted after the due date (Late work) will receive **no more than 70% credit** of the students "graded" score if submitted by the end of the current six week grading period or comparable deadline set by the teacher. Students with EXCUSED ABSENCES will be given a reasonable amount of time to make up their missed assignments. The late work policy will apply after the "reasonable" amount of time has passed. Certain assignments must be completed after school/by appointment with the teacher to earn credit.

EXTRA CREDIT/REEVALUATION

Extra credit/Reevaluation will be offered at the teacher's discretion. Students must COMPLETE ALL WORK/Remediation BEFORE extra credit/reevaluation opportunities are offered.

GRADING SCALE

The CVUSD board approved grade descriptions and a brief explanation of criteria used to determine each grade is listed in the table on this page.

TUTORING

During distance learning, students may seek additional assistance during teachers posted office hours. It is vital for students to optimize class time. Ask questions and get help during class. If it is a busy time, write your question down and hand your question to the teacher. Upon the return to campus, Don Lugo has several opportunities for free tutoring on campus. If you need help, it is available if you ask. Don't wait too long. Ask a counselor. In addition to these opportunities, extra "teacher" availability will be posted as the year progresses.

PORTFOLIO AND NOTEBOOK

During distance learning, students should maintain all work in a designated organized space. Organization is the key to success. Portfolios/folders of student work will be stored in the classroom. In addition, students are expected to maintain an organized notebook. Work returned to students should be kept in this notebook. KEEP ALL WORK AND HANDOUTS FOR THIS CLASS.

SUGGESTED SUPPLIES FOR SUCCESS

During distance learning, students will need a charged and functioning chrome book, laptop or computer with an internet connection

1. Notebook paper and 3 ring binder OR section for biology
2. Black or Blue ink pen and Mechanical pencil
3. Highlighters (multiple colors)

A ADVANCED 90-100%	Students at the ADVANCED level demonstrate broad and in-depth understanding of complex concepts and skills embedded in the standards and benchmarks. They make abstract and insightful connections among ideas. These students provide extensive evidence for inferences and justification of solutions. They demonstrate the ability to apply knowledge and skills effectively and independently by applying sophisticated strategies to solve complex problems. These students communicate effectively and thoroughly, invariable supplying answers which are beyond the obvious.
B PROFICIENT 80-89%	Students at the PROFICIENT level demonstrate thorough understanding of concepts and skills embedded in the standards and benchmarks. These students are able to extend their understanding by making meaningful multiple connections among independent ideas and concepts, providing supporting evidence for inferences and justification of solutions. They apply concepts and skills to solve problems using appropriate strategies. Proficient students communicate effectively.
C BASIC 70-79%	Students performing at the BASIC level demonstrate limited understanding of concept embedded in the standards and benchmarks. They make simple and basic connections among ideas, providing limited supporting evidence for inferences and solutions. These students apply concepts and skills to routine problem solving situations. BASIC students communicate in a limited fashion. These students do not yet have a thorough understanding of the standards.
D BELOW BASIC 60-69%	Students performing at the BELOW BASIC level demonstrate minimal understanding of concepts and skills embedded in the standards and benchmarks. They occasionally make connections among ideas, providing minimal evidence or support for inferences and solutions. These students have difficulty applying basic knowledge and skills. Below basic students communicate ineffectively. These students have not met the standards.
F FAR BELOW BASIC 0-59%	Students performing at the FAR BELOW BASIC level demonstrate no understanding of concepts and skills embedded in the standards and benchmarks. They are unable to make connections among ideas, providing no evidence or support for inferences and solutions. These students are also unable to apply basic knowledge and skills. Far below basic students communicate both ineffectively and inadequately. These students have not met the standards.