

Course Description - This course provides students with an in-depth study of biochemistry, microbiology, botany, and genetics at an accelerated pace. This course is primarily for students who are interested in a career in medicine, biology, or other related fields. Students taking this course should be highly motivated and strong in critical thinking and independent study skills. A complete outline of the course can be found at

<http://media.collegeboard.com/digitalServices/pdf/ap/ap-biology-course-and-exam-description.pdf>

Tutoring – Monday and Wednesday during advisory and Monday after school. Your success in this class is my top priority and I will do everything within my power to help. Do not wait until the last minute! Study groups are important to success in higher education and I encourage you find a group of people to work with. As we approach the AP exam there will be additional tutoring times available based on schedule availability of the student. Some labs may require time outside of class as well. My email is robbinhallford@misdmail.org or parents can call the school at 682-314-1600.

Textbook/Lab Book Students will be using *Concepts and Connections* 7E by Reece, Taylor, Simon, and Dicke copyright 2012. Students will be using the hardback book as well as the electronic access of the textbook. Each student has access to the investigations contained in *AP Biology Investigative Labs: An Inquiry Based Approach*, as well as other laboratory investigations as deemed necessary. Online resources will be utilized often.

Four websites that will be vital for your success this year:

- (1) Skyward: <http://www.mansfieldisd.org/skyward.htm> Your grade should be monitored frequently so there are no surprises.
- (2) Our class website: <https://mansfieldisd.instructure.com/login/ldap> Students are strongly encouraged to have their iPad or a laptop every day. Register using: <https://mansfieldisd.instructure.com/enroll/XXBLA3>.
- (3) Bozeman Science - <http://www.bozemanscience.com/ap-biology/>
- (4) Clutchprep - <http://www.clutchprep.com> this website is a multi-subject tutorial site. It does not have the correct edition of our textbook, but has outlines, and practice problems with solutions over the tested concepts.

PLEASE UTILIZE THESE RESOURCES!

Critical Components - AP Biology is built around four main themes called Big Ideas. Within each big idea, there are Enduring Understandings, Essential Knowledge, and Science Practices. There will be 117 testable learning objectives.

Big Idea 1: The process of evolution drives the diversity and unity of life.

Big Idea 2: Biological systems utilize free energy and molecular building blocks to grow, reproduce and maintain dynamic homeostasis.

Big Idea 3: Living systems store, retrieve, transmit, and respond to information essential to life processes.

Big Idea 4: Biological systems interact, and these systems and their interactions possess complex properties

The curriculum year-at-a-glance document can be found at <https://goo.gl/2b33Xj>

The dates on this document are approximate and is dependent on the students understanding of the material. Expect weekly quizzes and a major grade each 3 weeks.

Classroom Expectations – Both you and I will abide by these policies as well as those established by Mansfield Independent School District and Frontier High School.

- **Respect**
 - for yourself – come to class prepared with your materials and assignments.
 - for others – classmates are learning and I am guiding that learning, so distracting behavior is not acceptable
 - for your environment – no food, drinks, or other pollutants (specifically NO PERFUMES)
 - for property – clean up after yourself and be careful with items that are placed in your care
- **Responsibility** – taking care of assignments and other business at appropriate times
- **Reliability** – be present, prepared (by having required materials and student ID on and visible), & punctual

Other General Policies and Procedures will be followed per the Mansfield ISD Policies indicated in the Student Handbook. Each student will receive a handbook; additionally, a digital copy is located on the school website.

Electronics – All electronics, including but not limited to cell phones, laptops, and mp3 players will ONLY be utilized when deemed appropriate by the instructor.

Recommended Materials -- iPad/laptop, pencils (required for all quizzes & tests), highlighter(s), binder for notes, 1 box of tissues OR AAA or D size batteries.

Welcome to Mrs. Hallford's AP Biology

Assessment Policy – each grading period shall be evaluated as follows:

Major Grades.....50% Labs.....30% Daily Work/Quizzes.....20%

The semester grade will be calculated as follows:

$$(1^{\text{st}} \text{ 6-wks} \cdot 26\%) + (2^{\text{nd}} \text{ 6-wks} \cdot 27\%) + (3^{\text{rd}} \text{ 6-wks} \cdot 27\%) + (\text{Semester Exam} \cdot 20\%) = \text{Semester Grade}$$

Due Dates: Work will be due by the end of the class period on the due date assigned. **Late Work - Students may be assessed a penalty of no more than 30 points per day for up to one class period before a zero may be given for work not turned in on time.** Work turned in the day due but after the end of class will be considered late work and assessed a 30-point penalty.

Reading/Writing: Critical reading and writing is an essential skill to be successful in any AP course, AP Exam, college course, and in the work force. There will be reading and writing assignments that are crucial to participating in class discussion and activities.

Quizzes: There will be a weekly reading quiz as well as quizzes on notes or labs. Be prepared by completing daily assignments and taking good notes. I reserve the right to give unannounced pop quizzes.

Laboratory and Field Work: Lab safety is of the utmost importance and is handled separately. **A lab safety contract signed by a parent or guardian will be required and will count as your first lab grade.** See lab list provided for lab details.

Major Assessments: There will be two major grades each grading period. Major grades are test or projects. Tests will be multiple choice, short answer and FRQ's. We will also have timed tests on occasion. There will be a comprehensive final exam given at the end of each semester unless the student is qualified for an exemption. It is important to keep all old quizzes and tests to use as a study tool for exams. The districts exemption policy will be strict.

Retests are optional to any student who scores less than a 70 on a major assessment, except for semester exams. The student must come to a minimum of one tutorial session after school or during advisory and must complete the retest prior to the end of the grading period unless the student meets district criteria from the district's absent/make-up guidelines. Semester exams will not be given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school. The student is expected to contact the teacher if the Fall semester exam is missed. The student is expected to contact the school counseling department to schedule a make-up time for a missed Spring semester exam.

Absences/Tardies – See student handbook for district attendance policies. It is YOUR responsibility to get any missed information, which includes but is not limited to warm-ups, notes, and assignments. Sufficient notice of tests and projects will be given in the classroom as well as using district technology. It is my expectation they will make-up test after school the next class day they attend. Exceptions will be handled on a case-by-case basis.

Make-up for daily work/homework will follow the district's guidelines: *When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Mondays absence would be considered late after Friday and student work from Tuesdays absent would be considered late after the following Monday.] A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.* It is imperative you attend tutorials if you are absent!

All tardies after three will result in a referral and the assistant principal will determine the appropriate course of action. Be aware of the following statement in the student handbook: **Excessive tardies may result in an alternative placement. Five tardies or more within a 6-month period may result in truancy charges being filed with the juvenile courts. (TEC 25.095)*

NOTE: • Tardies are cumulative per semester

- "No show" to D Hall will result in additional disciplinary action which may include AC Placement*
- Two tardies in one day = may be placed in AC for one day*

Academic Dishonesty: Cheating and plagiarism will not be tolerated. Assignments that use the internet as a source must include a citation/credit if information is copied and pasted. Lab discussion and conclusions **MUST** be in your own words. District policies as outlined in the student handbooks will be followed.

Miscellaneous – Things you will not do in my class: sleep, apply cosmetics, brush your hair or spray perfume in my classroom. No one will be permitted to go to the bathroom during instructional time unless it is an emergency. You may not have on earphones/buds unless I give permission. I will confiscate them until the end of the period. No food or drink other than bottled water. During labs, you may not have bottled water.

DO NOT BRING PEANUT PRODUCTS INTO THIS CLASSROOM. DO NOT SPRAY PERFUMES IN THIS CLASSROOM.

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**THE INFORMATION BELOW IS IMPORTANT TO MAINTAINING GOOD COMMUNICATION.
PLEASE COMPLETE ALL THE INFORMATION TO THE BEST OF YOUR ABILITY
THANK YOU FOR YOUR TIME**



PARENTS, read the information in this letter carefully. **Please follow the link <https://goo.gl/forms/mvoz11SwfsfB815b2> or scan the QR code to complete a GoogleDoc information sheet.** *I will reply to each submission.* *If you do not receive a reply, please e-mail me robbinhalford@misdmail.org*

You may register as an observer on our class learning management system. This is where I will post lesson plans, support material, and have online assessments.
<https://mansfieldisd.instructure.com/enroll/XXBLA3>



STUDENTS, read the information in this letter carefully. **Please follow the link <https://goo.gl/forms/kSTQszYC1Z61lbJh1> or scan the QR code to complete a GoogleDoc information sheet.**