

Requirements and Policies
The Living Earth Semester 1 2022
Ms. Tuason

The following are my expected student behaviors and classroom rules. These rules are necessary to maintain a positive learning environment in the classroom and will be adhered to in all circumstances.

Rules

1. Be prompt - be on time and in your seat before the bell rings.
2. Be prepared - have all materials ready when class begins.
3. Be polite and courteous to everyone.
 - a. No talking or walking around during class without permission.
 - b. Raise your hand and ask the teacher for permission to talk or get out of your seat.
 - c. No swearing and no vulgar gestures in the classroom.
 - d. Ask permission to use/touch things or equipment in the room that does not belong to you.
 - e. Do not throw or leave waste materials. Use the wastebasket.
 - f. Do not write or vandalize the desks or chairs.
 - g. Do not chew gum, eat candy or other snacks during class time.
4. Be productive- be on task, work quietly, and follow teacher's directions.
5. No cheating – **SEE CVHS HONESTY POLICY BELOW**
6. Keep all electronic devices turned off and put away – **SEE CVHS ELECTRONIC DEVICE POLICY**

Academic Honesty

What is cheating? CV sent home a detailed page explaining to each person what the honesty policy is for this school. Please review it. It can be found online at www.gusd.net/cvhs.

Academic Honesty Policy

1. Cheating includes, but is not limited to the following:

- a. Turning in any work that is not the student's own work
- b. Copying another student's (or author's) work or class assignments
- c. Allowing another student to copy your work or class assignment
- d. Putting your name on someone else's paper/project
- e. Copying another student's answers on an individualized quiz/test
- f. Possession of or using a "cheat sheet" on a quiz/test
- g. Giving another student help on an individualized assignment/quiz/test or falsifying a grade
- h. Tampering with a teacher's grade records
- i. Stealing, selling, buying quizzes/exams/assignments
- j. Possession of or using teacher manuals/solution manuals
- k. Using electronic devices (cell phone, iPod, game system, mp3 player, etc.) during quizzes or exams
- l. Talking/communication during a quiz/test. No communication is permitted until ALL quizzes/exams are turned in.

2. A student's cheating offenses will be viewed as cumulative over the four years of high school regardless of the class(es) in which the offenses occur. Cheating over an extended period of time will be considered as a "second offense."

3. The teacher in charge is responsible for determining if cheating has occurred. Each cheating offense is noted on the student's school discipline record. Students and parents should be aware that counselors and administrators review the discipline record before writing letters of recommendation for college admission, scholarships, or employment. Many college applications specifically ask the school to verify the integrity of the student. An academic honesty issue reflects negatively on the student's integrity.

4. Consequences will include the following:

1. Referral to the administration
2. Parent phone contact
3. Loss of credit (receives at least a "0" on work)
4. Assignment to ATS (Alternate to Suspension - Saturdays)

First Offense

- Second Offense**
1. Referral to the administration
 2. Parent phone contact
 3. Zero on assignment; U in Citizenship
 4. In-School suspension (1-2 days)

- Additional Offenses**
1. Referral to the administration
 2. Parent phone contact
 3. Zero on assignment; U in Citizenship
 4. Official suspension (3-5 days)
 5. Conference between parent, counselor, student, and administrator

5. THE PRINCIPAL OR DESIGNEE MAY EXTEND ANY OF THE PENALTIES INVOLVED INCLUDING TRANSFERRING STUDENTS TO CONTINUATION SCHOOL AND INITIATING EXPULSION PROCEEDINGS IF CIRCUMSTANCES DICTATE.

What does cheating mean from a practical point of view, and what does it look like in my classroom?

The bottom line is that if you think someone might possibly think that you are cheating, don't do it. Ask yourself the following question, "Does the item in question receive a grade?" When the answer is "yes" then you need to complete the work in an academically honest fashion, and usually that means by yourself. You can always ask a teacher if you have any doubt.

Here are some specific examples that apply to my classroom:

Homework: Do your own work using a textbook, notes, or other materials that are provided. Asking another student for answers is CHEATING. If someone asks you for the answers and you give it to them, you will also receive the consequences of cheating. Asking another student for help in understanding the material is not cheating. Arranging that you will do the first five questions and your friend will do the second five and then you'll exchange answers is still cheating! It is expected that when you come to class your homework will be done. While you are in class, we will review the answers. It is expected that you will correct your own answers during class while we review.

Tests: Once the first test has been distributed no talking will occur. Once all tests have been turned in and the teacher has told the class it is ok to talk, then students may do so. Talking, for whatever reason while a test is out, is considered cheating. Yes, even asking someone for an eraser is considered cheating. If you need an eraser, or a pencil or some other item, ask the teacher. Any talking during a test is considered cheating. Of course the obvious and not so obvious means of cheating are just that. No electronic devices may be used while taking a test. *If someone asks you for the answers and you give it to that person you will both receive the consequences of cheating. (* These are only allowed in special pre-arranged circumstances.)

Agenda: If you are absent you should refer to our Google Classroom or my website at www.gusd.net/cvhs. When you return from your absence you may also ask your desk partner for the information. Filling in multiple blanks because you "forgot" when you were in class, on the day it is due is NOT acceptable and you will receive a zero grade.

Labs: While performing a lab, students should be writing down data as necessary. In some cases, a student might be performing a step and need to copy the data later during class. This is okay. Anything other than the Data section of a lab should be answered on your own.

ABSENT: If you miss the data collecting part it will be up to the teacher to tell you which option will apply:

1. Make up the lab
2. The data will be given to the student, and the student will answer all other questions on their own or
3. The score for the missed lab will be substituted with an average of all lab scores.

Projects: Written and oral projects will have specific instructions. Plagiarism will not be tolerated.

Notes: Notes do not receive a grade and therefore can be copied from anyone in any Biology class. There is no possible way to get in trouble for cheating with notes, at least in my class.

This list is by no means comprehensive, but I believe it provides specific examples that apply directly to my classroom. As always, please ask questions if something is not clear.

Cell phones and iPods: CV's electronic device policy is: Cell phones may be brought onto school campus, but they are to be turned off. **Students are prohibited from using them during instructional time** unless given permission by a teacher and/or administrator. Cell phones may be used before and after school and during snack and lunch. The school does not assume liability if such devices are damaged, lost, or stolen.

All policies can be found on-line at www.gusd.net/cvhs - Resources, Policies- dress, electronic devices, standards of student conduct, etc. Please review this policy, as it will be strictly enforced!

When you choose to break my classroom rule there are **consequences**:

- 1st- A friendly reminder and you are expected to alter your behavior appropriately.
***Exception: Cheating or Severe Infraction**
- 2nd- You will be asked to change seats or stand (especially if you look like you are asleep!)
- 3rd- You will fill out a reflection sheet for your actions and appropriate next steps you will take
- 4th- Parent/Guardian will be notified and referral to the administration.
- Repeat offenders will receive varying consequences as deemed appropriate by the instructor and may include removing the student from the room and being sent to another teacher/counselor/ administrator for a specified length of time.

Cheating or Severe Infraction: immediate referral, possible class suspension.

Tardy Policy (10 minutes or less=Tardy; >10mins=Absent)

1st offense: The student will be warned.

2nd offense: Detention will be assigned for teacher-student conference. This could last up to ten minutes.

Classroom clean-up may be assigned.

3rd offense: Parent or guardian will be notified by phone and/or email

4th offense: Student will be referred to the Assistant Principal for a conference.

Recommended Classroom Supplies

Listed below are supplies that we suggest students bring to class this year. This suggested list has been compiled based on needs identified to support the delivery of the Living Earth curriculum. These supplies are not required, and full participation in the course does not require the purchase any of these materials. State law requires us to provide a public education free of charge. Subject to certain exceptions, the right to a free public education means we cannot require students or their families to purchase materials, supplies, equipment or uniforms for any school activity, to pay security deposits for access, participation, materials, or equipment, or to make donations to a class, activity or program. Therefore, while this list suggests that students bring a number of items, they are voluntary. No student will be restricted from participation if they do not bring any of these supplies to school.

Recommended Materials: Bring to class every day!

- Pencils, an eraser and pens (Blue or Black ink and Red ink for correcting homework)
- 3 ring binder (2" recommended) for The Living Earth handouts; lots of papers
- Notebook for journals
- Colored Pencils

Grading Policy

- Grades are based on homework, class work, test, quizzes, labs, projects, and class participation.
- Grades are based on a point system: 100-90%=A, 89-80%=B, 79-70%=C, 69-60%=D, 59-0%=F.
- Late work: 1 day late=80% of full credit. 2 or more days=60% of full credit.
- Excused absences: You are responsible for getting the material you missed. Absent work due date matches the number of days missed. Please check our Google Classroom and www.gusd.net/cvhs for homework assignments. Missed tests, quizzes, or labs must be made up. *There is no make-up work or credit for unexcused absences, truancy, or suspension.*
- Grades will be updated and posted online every week. Please check the Student Portal regularly.

The Living Earth tentative schedule - This schedule will change as needed:

Semester 1

Introduction	(5-6 days)
Unit 1 Living Systems	(18-20 days)
Unit 2 Carbon in the Earth System	(11-13 days)
Unit 3 Ecosystem Interactions and Energy Flow	(11-13 days)
Unit 4 Evidence for Evolution	(18-20 days)
Finals December 16-21, 2022	

Semester 2

Unit 5 Mechanisms of Inheritance	(26-28 days)
Unit 6 Genetic Variation and Evolution	(14-16 days)
Unit 7 Structure and Function in Living Things	(18-20 days)
Unit 8 Ecosystem Stability and Climate Change	(16-18 days)
Finals June 2-7, 2023	

By signing the next page (half sheet), you (the student) understand that you have read all pages and you agree to abide by them. Please have your parent/guardian read all pages and sign this as well stating that it has been read and agreed to. Furthermore, I (the student) have read the pages and agree to follow the classroom rules and accept the consequences of my actions. I will not get answers from someone else. I understand that by placing my name on any paper, exam, lab, or homework, I am saying that the work is my own, from this semester and no part of it was copied from a friend or an electronic source without so noting.

We have read and discussed the expectations and policies for the Living Earth. We understand that success in this course requires excellent attendance, honest effort, good personal habits, and we agree to follow these expectations.

Please retain this letter for your future reference. If you have any questions and concerns, please contact me at 818-249-5871 ext. 2205 during my conference period, period 6 or email me anytime at otuason@gusd.net.

Sincerely,



Ms. Orenda Tuason
The Living Earth Teacher

Return this page to Ms. Tuason on Monday, August 22, 2022
PLEASE BE PRINT LEGIBLY

Student Name _____
Print Period Date

Parent/Guardian _____
Print Name Signature

Parent/Guardian Contact Information:

Parent email address _____
Whose email/relation to student?

Additional Contact
Parent email address _____
Whose email/relation to student?

Phone # _____ ext _____ home/ work /cell
Whom will I reach at this number? _____

Phone # _____ ext _____ home/ work /cell
Whom will I reach at this number? _____

** If there is any other information that you feel I should know, please let me know! For instance, do I need to email multiple parents/guardians, be aware of learning disability, vision problems, stress issues, allergies, on-going illnesses? All information that you provide here is strictly confidential. You may email me or use the back of this sheet if you wish.

Return this page to Ms. Tuason on Monday, August 22, 2022
PLEASE BE PRINT LEGIBLY

Student Name _____
Print Period Date

Parent/Guardian _____
Print Name Signature

Parent/Guardian Contact Information:

Parent email address _____
Whose email/relation to student?

Additional Contact
Parent email address _____
Whose email/relation to student?

Phone # _____ ext _____ home/ work /cell
Whom will I reach at this number? _____

Phone # _____ ext _____ home/ work /cell
Whom will I reach at this number? _____

** If there is any other information that you feel I should know, please let me know! For instance, do I need to email multiple parents/guardians, be aware of learning disability, vision problems, stress issues, allergies, on-going illnesses? All information that you provide here is strictly confidential. You may email me or use the back of this sheet if you wish.