

## Dear Parent or Guardian,

My name is Eva Rothal and I will be teaching your student's Biology class this year. Below are the rules for my classroom. Please encourage your child to attend school, read the chapters in the textbook, complete the homework assignments, and study on a regular basis to be properly prepared for tests and quizzes; as well as the Biology EOC (End-Of-Course) Exam. Below are the rules, policies, and procedures for my classroom. Please review them with your student and print, sign and return the portion at the end.

### Basic Rules:

1. Follow all county/school rules – as per Student Code of Conduct
2. Be in your seat at the bell, **cell phones off and put away in backpacks**, prepared to work, backpacks on the floor. Any homework should be placed on the desk, ready to be checked. **If your homework is not out on your desk at the time of checking, it will be considered late work.**
3. Be respectful of teacher and other students
  - a. No talking while others are talking.
  - b. No sleeping and no passing notes.
  - c. Cell phones, iPods, smart watches, and all other electronic devices should neither be visible nor audible at any time during the class period without expressed permission by the teacher. Consequences include confiscation or detention.
4. *All make-up work must be submitted within two days upon return to the missed class, not including the day of return, for each day of an absence.*
5. **Plagiarism and cheating will not be tolerated!** Cheating (ie. copying answers from another student, using cheat sheets, communicating with others while testing, use of electronic devices) will result in a grade of a zero for any test, quiz, lab, homework or classwork assignment.

**Tardy Policy:** Please note: **A student is NOT considered excused tardy with a note from another teacher.** Permission must be given by me in advance.

Consequences for unexcused tardies are as follows:

1<sup>st</sup> Tardy - Warning

4<sup>th</sup> Tardy – Referral

2<sup>nd</sup> Tardy – Parent Contact

3<sup>rd</sup> Tardy – Detention

**Cell Phone Policy:** The use of cell phones or other electronic devices is **not permitted during class time for any reason** without expressed permission by the teacher. All phones should be turned off or on silent (not vibrate) and remain in the students' backpacks throughout the period. Parents, please do not text your child during class time. In case of emergency, if you need to reach your child please call the front office and they can put you through to my classroom. The consequences of using an electronic device in class, may result in confiscation or detention.

### Passes:

Students are expected to use the restroom during the ten minutes between classes. Only emergency passes will be issued during class time.

### Absences:

1. If a student is absent, he/she is responsible for any work missed. The student will be given two days to complete make-up assignments. **It is the student's responsibility to pick up his/her make-up work and turn it in within the 2 days.**
2. Because all tests will be announced in advance, if a student is absent the day before a test, he/she will still be responsible for taking the test the day he/she comes back.
3. If a student is absent the day of the test, he/she is responsible for speaking to me upon returning to class regarding a make-up test. Students will be expected to make-up the test on the day they return. Make-up tests may be different from the original test.
4. The 6<sup>th</sup> absence will result to an administrative referral

### Tests/Quizzes:

1. Tests will be given for each unit and will be announced a minimum of two days in advance.
2. Quizzes may be given (announced or unannounced) at anytime.
3. Comprehensive Exams will be given at the end of quarter 1 and quarter 3 (the midterm is after quarter 2, and EOC is during quarter 4). The Comprehensive Exams are worth **one test grade** and a grade of C or better can replace the student's lowest test grade for that quarter.

**Grading:** Pinnacle should be reviewed by parents and students on a regular basis for grades and attendance. There is **no extra credit** for Biology, but there is one grade replacement opportunity in each marking period.

Tests – 50%

Quizzes – 15%

Classwork, Homework, & Notebook – 15%

Labs & Projects – 20%

**End of Course Exam: All students will take a biology end of course exam.**

Please feel free to contact me at any time during the school year. The best way to contact me is by email. My email address is **Christine.mugione@browardschools.com**. If you need to speak over the phone, please email me with a daytime phone number where I can reach you. Thank you for your support and cooperation. Go Lightning!

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**Please sign and return to Mrs Rothal to acknowledge that you have read and understand the classroom policies.**

\_\_\_\_\_  
Parent Name (print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent email address