***Welcome to Seventh Grade Life Science at Scottsdale Preparatory Academy!***

Dear Parents,

I am looking forward to working with you and your student as we explore life science together. To ensure student success throughout the year, please take a few moments to review the attached items with your student:

1. Course syllabus, major assignments summary and supply list
2. Minimum writing requirements
3. Parent/Guardian commitment
4. “Student Information and Syllabus” form ***(please complete & return)***
5. Science Safety Rules Agreement ***(please complete & return)***

I believe in challenging students in the classroom and have high academic and behavioral expectations for each student. I intend to maintain a positive environment where each student will be recognized and valued for their unique talents and abilities, while being challenged to grow in new ways.

Sincerely,

 Mrs. Shannon Campos

 scampos@scottsdaleprep.org

***7th Grade Life Science Syllabus 2017-2018***

***Instructor:*** Mrs. Campos

***Room Number:*** 214

***Email Address:*** scampos@scottsdaleprep.org

***Class Website****:* <http://scampos77.weebly.com/life-science>

***Tutoring:*** Monday’s during lyceum and after school by appointment

***Course Content***

The focus of the 7th grade Life Science course is the continued investigation of science as a means for exploring and understanding the natural world with respect to foundational life science topics (cellular structure and function, taxonomy, evolution, anatomy, ecology, physiology, etc.), key conceptual models and mathematical concepts (e.g. systems, derived units, energy/matter relationships, etc.), and the challenges encountered in science. As with all junior high science classes, methods of observation, experimental design, modeling, measurement, and data interpretation are emphasized throughout as students regularly engage in active research, projects and labs in a variety of scientific disciplines. There will be emphasis throughout the year on the application of mathematics to science.

***Course Format & Expectations***

This course will include a variety of scientific concepts. Readings, research, lab experiments, demonstrations, simulations, and projects will supplement the daily class discussion. Students are expected to proactively participate and contribute daily with their best effort, act in a scholarly manner, be accountable and take ownership of their education. Students are also expected to practice active listening, organize their science materials according to instructor requirements, consistently take notes and outline pertinent information from each reading assignment and classroom discussion in order to ensure thorough understanding of the material. Students are also expected to take the initiative to seek out clarification of unclear concepts.

The interactive nature of daily classroom discussion will require thorough *prior* preparation. Student confidence and success with the subject material is frequently directly linked to that student’s level of preparation for each class session. The ability to think critically and analyze information with an open mind will be key to probing the concepts associated with this course.

**Contacting the Instructor**

The best way to get in contact with the instructor is by e-mail. My e-mail is scampos@scottsdaleprep.org. Do not hesitate to contact me. E-mails will be answered within 24 hours. E-mails sent after 5 P.M. on Fridays will be answered Monday by 5 P.M.

**Course Website (**[**scampos77.weebly.com**](file:///C%3A%5CUsers%5Cdeann%5CDownloads%5Cscampos77.weebly.com)**)**

The course website is designed to help you (both students and parents) to keep track of both up-coming work and assignments. Homework will normally be posted each week.

***Course Schedule -*** The course will proceed according to the following general schedule (subject to change):

|  |  |  |  |
| --- | --- | --- | --- |
| ***Quarter 1*** | ***Quarter 2*** | ***Quarter 3*** | ***Quarter 4*** |
| ***Intro to Life Science******Taxonomy******Cell Structure & Function******Genetics/Heredity******Evolution*** | ***Viruses and Bacteria******Protists and Fungi******Plants******Worms******Sponges*** ***Cnidarians******Arthropods and Insects*** | ***Mollusks and Echinoderms******Vertebrates******Ecology******Animal Behavior & Psychology*** | ***Human Anatomy & Physiology******Musculoskeletal System******Integumentary System******Nervous System******Circulatory & Immune System******Respiratory System******Digestive System******Reproductive System*** |

***Course Grading:***

***Quizzes and Exams* (45%)** (Quizzes - 10% of overall grade and Exams 35% of overall grade)

* Quizzes may be announced or unannounced, will typically be administered weekly, and may cover assigned reading, material covered in previous classes, completed labs and activities, etc. Quizzes may include multiple choice, fill-in-the-blank, short answer, and diagram labeling questions. Quizzes will be used to assess understanding of reading assignments and material learned in class, and will serve to help students develop strong study habits. If you struggle with an individual quiz, it is an indication you need to take pro-active measures to come to office hours and seek out clarification of unclear concepts.
* Tests (35% of overall grade) will be administered periodically during each quarter to assess understanding and comprehension of key concepts. Some key Life Science topics are cumulative in nature and understanding of them will be assessed throughout the year on multiple tests.
	+ Test corrections will be offered for students to earn up to 10% back on their tests to achieve up to and no more than a total of 85%.
	+ **Correction policy does NOT apply to quizzes.**

***Midterm/Final Exams***

* A cumulative midterm exam will be given at the end of first semester. This exam will cover all information learned first semester, and counts for 20% of student’s first semester grade.
* A final exam will be given at the end of second semester. This exam will cover all information learned second semester, as well as some key concepts learned first semester, and counts for 20% of student’s second semester grade.

***Projects & Lab Write Ups (20%)***

* Throughout the year there will be numerous lab activities requiring either informal or formal lab write-ups, at least one assigned research project, as well as additional project activities. Some projects may be group projects, and some may be individual. Labs will be performed regularly to reinforce concepts students are learning, and will require differing levels of at-home completion. Labs will be performed in groups; however, every student is individually responsible for his or her learning experience. Each student in a lab group will write their own, individual informal or formal lab reports and post-lab activities.
* Papers and some project items will largely be done outside of school. All major projects (e.g., research papers, certain labs and project activities) are considered “standing homework” and will require at-home activities which are to be done in parallel with regular daily/weekly class preparation. Weekend homework may also entail activities related to major projects.
* Requirements and timelines for research papers and project deliverables will be provided before these projects begin to allow ample planning and completion time. History has consistently demonstrated that those students who carefully adhere to the requirements and timelines have superior knowledge retention and quality of work, while taking greater pride in their individual accomplishments.

***Homework* (20%)**

* Homework will be assigned daily and usually consists of preliminary work to prepare for the next class discussion and/or a review of that day’s notes recorded during the class discussion. Homework is typically reviewed the following day in class and may also be collected. Excepting approved delays, homework must be completed and ready to submit **at the start of class** at the next class meeting.
* Homework not turned in at this time will be considered incomplete. Homework which does not meet the “Minimum Writing Requirements” guidelines will be considered incomplete. **Incomplete or missing homework will receive a grade of zero, but is still due**. *Multiple missing or incomplete homework assignments will result in lunch or after school detentions, as determined by the instructor. Similarly, the instructor may require a student to make up missing homework or other items not completed in class, during student “free time” periods, such as lunch break.*

***Class Participation (15%)***

* Each student will be evaluated weekly in five categories – participation, safety, preparedness, attitude, and depth of inquiry. These are very important aspects of student achievement at SPA. Each student is expected to *consistently* contribute to class discussions in a conscientious and meaningful manner, and participate during labs/group work.
* Answers to posed questions, thoughtful questions about the subject matter, and comments about a given topic or experiences related to the subject being discussed are all acceptable ways of being an excellent student. Such participation will aid in understanding of the course material. Each student is expected to cultivate a positive, proactive attitude toward their learning.
* Student behavior and attitude during class will also be a factor in grading.

***Grading Scale:***

|  |  |  |
| --- | --- | --- |
| **93-100% A** | **90-92% A-** |  |
| **87-89% B+** | **83-86% B** | **80-82% B-** |
| **77-79% C+** | **73-76% C** | **70-72% C-** |
| **67-69% D+** | **63-66% D** | **60-62% D-** |
| **0-59% F** |  |  |

***Missed Work:***

* Any daily missed work (including homework, tests, quizzes, class notes, etc.) due to an excused absence will receive an extension (typically 24 hours) to allow students time to make it up. ***It is the student’s responsibility to find out what was missed and to make arrangements to obtain any notes, handouts, and make up work. Students must also fill out an “Absent Work Form”, attach it to missed work, and turn it in.***
* If a student misses a test or quiz due to an excused absence they are responsible for scheduling a make-up exam or quiz with the instructor.
* Please note that this extension does **not** apply to those assignments (research papers or project items, for example) where a long-term timeline or due date was communicated earlier to students. Late long-term assignments will be issued zero or partial credit only, as determined by the instructor.
* Homework and assignments will normally be posted weekly on the life science class website (see above).

***Tutoring:***

Tutoring will be available weekly according to the schedule announced in class. Any Life Science instructor can provide general tutoring. Tutoring hours may also be used to make up quizzes, tests or other assignments missed due to absence. Tutoring is not intended to replace class time for students who were not attentive to regular instruction, nor is tutoring an appropriate time for students or parents to discuss performance. These concerns should be reserved for private discussions by appointment only.

***Major 7th Grade Science Event:***

***Field Trip:***

7th grade students will be going on a field trip this year as part of our study of Life. Further information will follow.

***Student Binder Organization***

Each student should maintain a binder with a section dedicated for Life Science, organized as described below. Multiple subjects may be combined in a single binder as long as the below structure is maintained for science:

**Front inside pocket:**

* Homework due that day

**Use 5 dividers to separate sections for:**

1. Bell work
2. Class notes (may write in a notebook or on loose leaf) & Lesson handouts
3. Homework
4. Tests/Quizzes
5. Labs/Projects

***Supplies***

**INDIVIDUAL MATERIALS (brought by student & replenished from home as needed)**

|  |  |  |
| --- | --- | --- |
| * + Goggles (purchase info TBA)
	+ 2” 3-ring binder
	+ 5 Divider sheets with tabs
	+ Lined notebook paper/lined notebook
	+ Lined 3”X 5” index cards
 | * + Pencils (mechanical ok) & erasers
	+ Small, portable pencil sharpener
	+ Red ballpoint pen
	+ Blue/black ballpoint pen
	+ Highlighter
 | * + Colored pencils
	+ Student scissors (pointed)
	+ Glue stick
	+ Small, portable stapler with staples
	+ Basic function calculator
	+ Ruler with metric units (cm, mm)
 |

***Optional, but very useful items:***

* + Disinfecting desk wipes
	+ Kleenex (boxed & personal size)
	+ Hand sanitizer
	+ Paper towels

***Minimum Requirements for Writing Assignments***

To be considered for grading, each writing assignment must meet the below requirements, unless otherwise instructed. **Assignment will be returned without grading as “incomplete” or “missing” unless the minimum requirements are met.**

1. **Title** of assignment in center of upper white margin
2. **FIRST page:**
	1. Fullstudent **first & last name** listed in upper LEFT hand corner of white margin (ex. “Haley Smith”)
	2. **Instructor’s name** listed below student name (“Mrs. Campos”)
	3. **Course & Section** listed below instructor name (ex. “Life Science 7A”)
	4. **Complete date** listed below course & section in appropriate format
3. **ALL pages:** Student **last name** and **page number** in upper RIGHT hand corner of white margin
4. Notebook paper **holes on left** side of paper
5. Paper should have **no** **rips**, **crumples**, **stains** or **“fuzz”** from torn out spiral notebook
6. Assignment should be **legibly** **handwritten** or **typed** (11 or 12 pt. font, 1.5 spaced or double spaced)
7. All paragraphs should be **indented**
8. Stray marks or **corrections** must be **fully erased**
9. Writing should not extend beyond right-hand margin notebook paper **“red-line”**
10. If assignment includes your response to questions, **questions should be restated** as part of answer, and answers must be in **complete** **sentences** (no one-word or partial sentence answers)
11. Paper should have **no drawings or stray comments** written on it unless part of assignment. If a graph or figure is required as part of the assignment, it must be clearly labeled with a caption that pertains to the content of the graph/figure.
12. Writing must be in your **own words**, unless citing a quotation
13. Multiple pages should be **stapled together** in **UPPER LEFT** hand corner **BEFORE** collection of assignment, with **title, heading**, student **name** and **page numbers** as listed above
14. Basic **conventions** (beginning capitalization, punctuation, spelling, etc.) must be evident
15. **Bottom** margin of each page must have white space, of at least 3 lines.
16. Correct **MLA** **bibliography** **format** (if applicable). Standard to be provided.

***SAMPLE FIRST PAGE***

*Include last name and page number on all pages*

*Multiple pages must be stapled together in upper left hand corner*

**Haley Smith Smith - 1**

*List all items in the order shown on first page of written assignments such as homework and research papers*

**Mrs. Campos**

**Life Science 7A**

**August 15, 2016**

*All written assignments, including homework, must show a title.*

*Paper edges must be smooth and neat. Holes must be on the left side.*

**An Introductory Discussion of Reptiles**

 **The term “reptiles” refers to cold-blooded species that have a vertebrae. Since reptiles are cold-blooded, they must obtain heat from an outside source. Scientists often observe reptiles atop rocks, basking in the sun…**

*Writing should be surrounded by white space on all sides. If typing, margins should be set at 1 inch. Writing on notebook paper should not frequently extend past either “red line”*

*Proper writing conventions should be used (e.g., punctuation, capitalization, spelling, etc.)*

***Parent / Guardian Commitment***

Learning is not a school-only endeavor. It is important that the activities we do in the classroom are consistently reinforced at home. I would appreciate your commitment to directly support the following from home throughout the year:

* Reinforce and remind your student about their **ownership** of their choices and consequences, and about taking responsibility for their actions and education
* Reinforce the importance of **respecting** others’ time, property, space, and learning environment
* Review and discuss nightly **homework & corrected work** or tests
* Encourage student **note-taking** along with the use of notes for homework, test preparation, & lab activities
* Reinforce class material **organization strategies** (e.g., binder sections and their use as study aids)
* Reinforce and support all **lab safety** policies
* Support drilling on weekly **vocabulary** **words**, **key concepts, and problem solving**
* Support adherence to **minimum writing requirements** and citing of sources using correct **bibliography format** (to be provided)
* Ensure that your child promptly obtains **books, supplies,** and **other assigned** items
* Make **public library & computer** resources available as needed
* Oversee **computer assignments** and **Internet usage** outside of school
* Replenish school **supplies** as needed
* Avoid **replacement fees** for lost or damaged school materials by reinforcing respect and responsibility for others’ property (e.g., textbooks, etc.)
* Ensure that any **incomplete/missing** homework or in-class practice **assignments**, or **behavior issues** not closed by the end of the school day are **addressed at home**
* Realize that items contained in this packet and available electronically are subject to change

**Student Information and Syllabus Receipt**

STUDENT NAME: SECTION #:

PARENT/GUARDIAN NAME:

PARENT E-MAIL (for class distribution list-please print clearly)

PARENT PHONE NUMBER: ( )

EMERGENCY PHONE NUMBER: ( )

The class will have a course blog, and there will multiple assignments during the year which require Internet and computer usage. If you do not have Internet access, you may use the public library’s computers without cost. All student internet usage must be supervised by a responsible adult.

**At home, my student has access to:**  **Student’s level of familiarity (circle one):**

□ Computer Computer: *High Some None*

□ Internet Internet: *High Some None*

□ MS Word (or similar word processor) Word: *High Some None*

□ MS PowerPoint (or similar presentation) PowerPoint *High Some None*

□ MS Excel (or similar math) Excel *High Some None*

Please write down any food allergies, health restrictions or any other concerns/considerations which you feel I should be aware of:

***Please review the below items and sign:***

1. I have reviewed all materials in the orientation packet with my child and support the “Parent/Guardian Commitment” items
2. I will ensure that any behavior issues not closed by the end of the school day, will be addressed at home.

PARENT/GUARDIAN SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE

\*Detach this page and Science Safety Rules page and return to Mrs. Campos by **Monday August 14, 2017**.

**Science Safety Rules & Parent/Student Safety Contract**

Science class is an enjoyable and exciting place to learn. You are responsible for your safety and the safety of your classmates. The following are safety rules to help guide you in protecting yourself and others from injury.

1. Read all instructions before you begin.
2. Take note of every verbal or written caution given for an experiment and be fully prepared to comply with each one.
3. Do not attempt any unauthorized experiment.
4. Never engage in horseplay or practical jokes of any kind during an experiment.
5. Know the location & use of the extinguisher, eyewash, and other safety equipment.
6. Report any accident, injury, spill or incorrect procedure to your instructor at once.
7. Use safety equipment provided for you. (goggles, aprons, gloves)
8. Long hair should be tied back. Avoid hanging necklaces or bulky jewelry.
9. Only teacher approved materials are permitted in the working area.
10. Never eat or drink during the experiment. Never inhale chemicals. Do not taste any substance or draw any material into a tube with your mouth.
11. Handle lab equipment properly. Get help if you do not know how to use something.
12. Do not use chipped, cracked or dirty glassware.
13. After the experiment, clean equipment and return all materials and supplies to their proper places. Clean your area with water. Wash your hands.

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***STUDENT CONTRACT:***

I, , have read the above safety rules and have had

the rules explained to me. I understand these guidelines are for my own safety. I will follow these rules when participating in lab activities. I understand that my failure to follow these rules and procedures could result in a hazardous situation for me or for other class members. I realize that my failure to follow these rules and procedures will result in some or all of the following actions:

|  |  |
| --- | --- |
| a. a verbal warning from my teacher b. a zero on the lab activity c. notification of my parents/guardian | d. suspension from future labs e. removal from the lab activity f. further disciplinary action |

Student signature Date

 ***PARENT CONTRACT:***

I, am the parent/guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have read the above safety items and understand them. I recognize the need for safe behavior by my child in the science lab, and support these policies. I have read the consequences for failure to comply with proper procedures/rules, and I agree that a safe environment is necessary to conduct science activities.

 Parent signature