**Chemistry Policies and Procedures**

COMMUNICATION AND INTERVENTION

**Parent Communication**

Teachers will communicate regularly with parents via Schoology. Teachers will include information about upcoming quizzes and tests, current units of study, projects, extra credit opportunities and more. If you would like to know what your student is doing in class, please access Schoology for information.

**Contacting the teacher**

Email is the quickest and easiest way to communicate with the Chemistry team. Teachers will make their best effort to respond to you within 24 hours. Please update your email with the school.

**Parent Led Practice Questions (PLPQ’s)**

In the parent emails, teachers will attach practice questions for parents to administer to their chemistry student. If the student is able to do the PLPQ, then the parent can rest assured that the student is on target for that concept. If the student cannot do the PLPQ or is struggling, then the parent knows the student needs to attend tutorials ASAP to get help with that concept. The student receives extra credit for attempting the PLPQ if turned into the teacher ***showing all work*** WITH A PARENT SIGNATURE. Student work is crucial for the teacher to diagnose areas for intervention. NO WORK: NO CREDIT. *PLPQs are to be done AT HOME. Parent MUST sign your page in order to receive credit. They are due @ the beginning of class on Friday.* If students are engaging in academic dishonesty or copying PLPQ’s then they will be ineligible for extra credit for the remainder of that 9 weeks.

**Tutorials**

The Chemistry Department offers tutorials several times per week in the morning, in the afternoon and during lunch. A certified chemistry teacher and student tutors will be available to help students at each tutorial session. Students have a chemistry tutorials pass to facilitate attendance. If you desire, your student can get a teacher signature on the back of the pass to prove they attended tutorials. Students must present pass to teacher to receive a signature.

**Remediation**

The Chemistry Team has developed a remediation curriculum to address students who are struggling with chemistry concepts. Students who are struggling need to attend tutorials to get help.

**CHEMISTRY CLASSROOM & WORKBOOK**

**NO CELL PHONES ALLOWED IN THE CHEMISTRY CLASSROOM without explicit teacher permission !!!**

During tests and quizzes, students must turn in all cell phones and other internet accessible devices to the teacher. Students MUST use the classroom set of calculators for all tests and quizzes. All students must adhere to the posted testing policy.

**Pre-AP Workbooks**

Pre-AP students will receive a comprehensive chemistry workbook containing notes, readings, correctly completed examples, classwork and homework problems. Each student is required to have this workbook in class daily. If students are absent, they need to complete the next few pages of the workbook. **All students must have a chemistry workbook & notebook (composition book with 100 pages) in class at all times.** Additionally, we will make goggles available for purchase for students to use personally. Flinn VisorGogs will be $10.00 and available in the RevTrak system. This is optional. We have goggles available for student use in the class.

Team Supplies (all Chemistry students must have this in class DAILY)

* Pencil bag (must be brought to class everyday can be used in other classes)
	+ Set of fine tip colored pens (at least 5 colors)
	+ Pencils or mechanical pencils (with extra leads) (if students like to use pencils)
	+ Pencil sharpener with cover, if they write with a standard pencils
	+ 4 colors of highlighters
	+ Erasers (if students like to use pencils)
	+ Composition notebook (DUE August 20th) – used in class daily! 100 pages! The 80 page kind is too small!

**Supplies cont’d**

**Turn these supplies into your teacher. Due September 4th**

**2 rolls of paper towels & 4 rolls of tape**

AND depending on your period:

* + **1st period: facial tissues**
	+ **2nd period:** **facial tissues**
	+ **3rd, 4th & 5th periods: duct tape**
	+ **6th & 7th: packing tape**

**Parent Please Sign Stamp**

Chemistry teachers will stamp the pages of the workbook that are incomplete when due/past due or do not demonstrate mastery. We ask that you sign each page and return to the teacher the following day.

If you see the stamp, your student has not completed required wok within the given timeframe. That work must STILL be completed. Points will be deducted for

pages with a parent signature stamp.

**Restroom/Excuse/Extra Credit Page**

Each semester students have a page in their workbook with 5 restroom passes, 3 excuse passes, and an extra credit recording page. On the back of this page, they should record the topic for each Friday quiz (found on calendar) as well as the pages in the workbook & notebook that should be used as a resource for studying. Any unused restroom passes, excuse passes will earn the student extra credit at the end of the semester.

**Friday Quizzes**

Each Friday, students will take a short quiz they must earn 100 on to gain credit. Students may retake the quiz in tutorials for 2 weeks following the initial quiz date. After this expiration date, a grade deduction will be off the final grade will occur. Please check to make sure that they are keeping up with and passing their quizzes – if there is no stamp for that week, they did not pass! Note that Friday quizzes are a TEST so testing procedures will be strictly enforced. Cell phones must be surrendered upon entering the tutorial room and talking/copying/removing a quiz from the room or anything else that violates testing procedures will be treated as an instance of academic dishonesty.

**Workbook & notebook quizzes/checks**

Periodically, teachers will administer workbook and/or notebook quizzes to check for completion and understanding. Workbook quizzes will consist of 5 to 10 questions administered with a time limit. Students will be required to write the answer from their completed workbook. Students earning less than a 70 may show their completed workbook to the teacher to receive a 70 on the workbook quizzes. This must be completed within the 3-week grade reporting period for that quiz. All workbooks will be checked for completion on the day of the test. Incomplete pages lose 5 points, completed pages w/ unsigned parent signature stamps lose 3 points, and completed pages w/ signed parent signature pages lose 2 points.

**Lab Behavioral Expectations**

Students will be taught behavioral expectations and safety for the laboratory. Students not completing pre-lab assignments will not be eligible to participate in the lab, but will receive representative data to complete the lab for a reduced grade. All students are required to have a signed safety contract and a 100% on a Lab Safety test before entering the lab.

Goggles are required in many labs and activities in chemistry. Students who do not comply with this requirement will be dismissed from the lab and received representative data to complete the lab for a reduced grade. In addition, safe behaviors are required in the laboratory. Running, sitting on lab tables, horseplay and other unsafe practices WILL NOT be tolerated. Depending on the frequency or severity of the infraction, further disciplinary action may be taken by the teacher.

**Testing Procedures: Applies to all tests, quizzes & Friday Quizzes (posted in class)**

1. All cell phones will be turned into teacher and **NOT** accessible while testing materials are distributed in the classroom.

2. Student will **NOT** share calculators during tests. Students MUST use classroom supplied calculator.

3. Students will **NOT** talk or otherwise communicate with anyone other than the teacher for **ANY** reason while testing materials are distributed in the classroom.

4. Student will **NOT** access their backpacks or bags while testing materials are distributed in the classroom. Belongings are to be placed in the designated area in the classroom.

Violations of these procedures could lead to, but are not limited to:

1. A parent phone call and/or

2. Office referral and/or

3. Score of zero on the test without recourse and/or

4. Other teacher consequences as assigned.

Consequences are at the teacher’s discretion and will be influenced by the severity and/or frequency of violations.

**Honor Statement:** I understand that by taking this test I agree to abide by the testing procedures posted in my classroom and understand the consequences for not following ALL testing procedures during the entire time tests are distributed.

**Chemistry Friday Quiz Makeup Tutorials**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | M | T | W | Th | F |
| B1 lunch | x | 815 | 825 | x | x |
| B2 lunch | x | 821 | x | x | x |

**Last chance Friday!** Students may try one last time to pass quizzes on Friday mornings before school in room 819.