

Chemistry
Student, Parent, and Teacher Agreement
For a Successful School Year

Please return this signed sheet no later than Friday, August 30th.

Student's name _____

Parents' or Guardians' names _____

Parents' or Guardians' telephone number(s) _____

Parents' or Guardians' email address(es) _____

I have read and understand the attached information including the **procedures and expectations, laboratory safety rules, and ECHHS Honor Code**. I understand that following these rules is imperative for the honor and safety of all students. I also understand that if these safety rules are not followed, laboratory privileges will be revoked. If the ECHHS Honor Code is not followed, I will be referred to my administrator and SAIL.

Student's Signature

Parent's or Guardian's Signature

We are in need of a few items if you are willing and can help. Thank you so much for your generosity! We are so grateful for your willingness to support public education. You are helping to make the learning experience in our classroom safer, cleaner, and richer!

- tissues
- sponges
- matches
- painter's tape
- hydrogen peroxide
- rubbing alcohol

2019-2020
Chemistry
Ms. Allen's Classroom Policies and Procedures

EXPECTATIONS:

1. Respect yourself, your classmates, your teacher, and your surroundings.
2. Come to class prepared to learn.
3. Clean-up after yourself.
4. Have fun learning.

MATERIALS: Bring the required items to class every day.

- Required:**
1. Loose-leaf paper
 2. Pencil or pen (standard blue or black ink only)
 3. Scientific or graphing calculator
 4. Periodic table
 5. Willingness to work hard and have fun

- Suggested:**
1. Three-ring binder containing section dividers
 2. Safety goggles (chemical splash type; not safety glasses)

ASSIGNMENTS:

1. Work must be turned in on time for full credit. Reasonable due dates will be set for each assignment. There will be a 10% reduction off of the total possible grade for each school day an assignment is late (ex. a lab report 3 days late will lose 30%).
2. Work will only be accepted in standard blue or black ink or pencil. In addition, please make sure that papers are neat, legible, and do not have spiral notebook scraps attached to them. 0.5 points will be deducted for not following these instructions.
3. If submitting an assignment via Turnitin.com, make sure that you download a digital receipt as proof.
4. It is in your own best interest to keep all assignments, as Chemistry is a cumulative course.

TESTS and QUIZZES:

1. Please give at least seventy-two hours notice before a test if you have any conflicts (ie. more than three tests assigned on that same day, field trips, school athletics, etc.).
2. I will not discuss material on the day of the test or quiz, so prepare ahead of time.

LABS:

For some labs you will follow specific procedures, collect data, and analyze your data. Other labs will be more open ended - you will develop your own hypotheses and plan your own procedure. Some labs will require a formal write-up, others will be partially formal, and others will be informal. All data will be collected in your lab notebook. Labs will be graded on your understanding of concepts and your analyses of scientific processes. There will be regular lab quizzes. If you miss a lab, you must make up the lab during the scheduled lunch lab make-up session lunch (see the ECHHS Chemistry Make-up calendar on my website for make-up times and locations).

LIVESCHOOL.COM:

In this course, we will be utilizing an online system that encourages proven techniques for mastering Chemistry. Using this system, you can earn tokens to cash in for a variety of things, including the opportunity to retake some assessments and do corrections on some assignments. More details to come!

TARDIES:

1. You will be seated and working quietly on your journal entry when the bell rings.
2. If you are tardy, please sign in on the tardy clipboard (even if it is excused), clip your pass to the board, and proceed quietly to your seat so as not to disturb your fellow students.
3. If you acquire three unexcused tardies, you will be given a lunch detention. After three unexcused tardies, you will be referred to your assistant principal. Frequent tardies disrupt the class and prevent us from getting the most out of our time in chemistry. Do not be tardy.

DAYS ABSENT/MAKE-UP WORK:

1. Look at the announcements on my website or ask a classmate for your missed work. Handouts will be posted on the announcements page of my website as an attachment. Remember to take care of school requirements for excused absences.
2. If work was due the day you were absent, it must be turned in upon returning. Make-up work will be accepted no later than a week after the day it was due. It is your responsibility to turn in make-up work.
3. Tests/quizzes must be made-up within a week. If arrangements are not made to take the test/quiz within a week, the grade will be recorded as a zero. If special circumstances such as an extended absence or an overload of make-up work exist, inform me prior to the one-week limit. If you miss a Checkpoint, it will be put in the gradebook as “exempt”.
4. If you know you’ll be absent, be proactive! Talk with Ms. Allen ahead of your absence to stay on top of things.

BATHROOM:

1. Each quarter, you will be given two opportunities to go to the bathroom. Ask for a pass at an appropriate time. Please use these judiciously.
2. Feel free to use the water fountains outside of our classroom when necessary; however, do not let it interfere with anyone’s learning. Water fountain privileges may be revoked if deemed necessary. Do not use the water fountain as an excuse for not being in your seat when the bell rings.
3. If you have a medical condition that requires more frequent bathroom visits, simply bring a doctor’s note, and other arrangements will be made.

FOOD IN THE CLASSROOM:

Food and drinks are not allowed in the science classroom for safety and hygiene reasons. If you have a medical reason that requires you to eat or drink during class, please speak to me privately, and we will make arrangements.

CELL PHONES AND ELECTRONIC DEVICES:

There is a place and a time for all things. Please use good cell phone and electronics etiquette. Before entering class, please silence cell phones and put them away. Additionally, I do not want you to use your computer to take notes. There are a number of studies that demonstrate that taking notes by hand leads to better retention/understanding. There will be times where we use computers in class, but I will let you know when that will be.

SCHOLASTIC INTEGRITY:

It is essential that turn-in work (tests, quizzes, lab reports, homework, projects, etc.) is an accurate representation of the knowledge and skills you possess. Feel free to collaborate while studying, discussing, and performing experiments; however, all turn-in assignments must be your own work. *Cheating will not be tolerated and will be documented and reported.*

CONTACT INFO:

Telephone: 919-969-2482 ext 27252

Email: kallen@chccs.k12.nc.us

Webpage: <http://www.allenbiochem.com>

GRADING:

Grades will be determined using a percentage system. At times, extra credit will be offered to all students but not on an individual basis. Do not ask me for extra credit. Your grade will include many types of assignments and the point values will vary somewhat (see the information below to get an idea of the point values for the different types of assignments).

Homework, journals, classwork, projects	20%
Labs and lab quizzes	25%
Checkpoints	5%
Quizzes and Tests	50%

Chemistry is a course that builds on prior knowledge, thus it is critical that you stay on top of things. If you do not understand a concept, it is vitally important that you get help as soon as possible. Do not get behind! I am available by appointment on Tuesdays and Wednesdays at lunch. **Sign up for an appointment via <https://calendly.com/msallen>.** Quiz, test, and lab make-ups will be posted on the ECHHS Chemistry Make-up calendar. If you are absent, check this calendar immediately to determine where you’ll make up these sorts of assignments. I am here to help you this year, but ultimately, YOU must take charge of your learning. I look forward to exploring the world of chemistry with you this year!



Safety in the Laboratory Chemistry



The chemistry laboratory can be a fantastic experience; however, it can also be a dangerous place. The following rules are designed to protect you and keep you learning in the laboratory. These rules must be followed in order for you to participate. Please read the following carefully with your parent(s) or guardian(s):

1. Carefully read instructions before performing any lab and be sure to follow directions.
2. Always move deliberately about the classroom with safety in mind.
3. Perform laboratory work only when your teacher is present.
4. Report all accidents to your teacher no matter how small.
5. Know where the eye wash, chemical shower, fire blanket, and fire extinguisher are located. Know how to use them *only in case of an emergency*.
6. Wear safety goggles when requested by the teacher. Confine long hair and loose clothing. Wear shoes instead of sandals.
7. Never leave a Bunsen burner or hot plate unattended.
8. Be extremely careful when handling hot glassware or ceramics.
9. View test tube contents from the side. Never look down into the test tube. Point the open end of test tubes away from yourself and others.
10. To smell the contents of a container, use a "wafting" action of the hand as demonstrated by your teacher.
11. Do not eat or drink during laboratory activities.
12. In case of a minor heat burn or chemical burn, place under cold, running water.
13. If chemicals get in eyes, go immediately to the eye wash and rinse for 10-15 minutes. Of course, have someone notify the teacher immediately.
14. Keep lab tables clear of back packs, books, clothes, etc.
15. Before leaving the laboratory, be sure to clean your station and return all equipment to their designated locations. Follow your teacher's instructions for discarding chemicals.
16. Wash your hands thoroughly at the end of the laboratory period.
17. If you do not know what to do in a certain situation, ask.



ECHHS Honor Code



Cheating is the act of gaining an unfair advantage, or misrepresenting one's knowledge. It includes, but is not limited to:

1. Wrongfully using or taking the ideas or work of another. For example: giving unauthorized aid or receiving unauthorized aid from another person on assignments, papers, quizzes, tests or examinations, or plagiarizing.
2. Getting advance information about quizzes, test or examinations.
3. Using or consulting unauthorized materials or using unauthorized devices on papers, quizzes, tests, or examinations.
4. Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.
5. Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, tests or examinations, in order to gain more information.
6. Choosing to be absent on the due date of a paper, project, quiz or test.
7. Lying about any of the above.

ECHHS Honor Pledge: "I pledge that I have neither given nor received unauthorized help on this assignment; I am aware of the consequences for doing so, and I will act upon violations of the Honor Code."