

Student Name: \_\_\_\_\_ Period: \_\_\_\_\_

### **Mrs. Nichols' AP Chemistry Policies and Procedures 2020-2021**

**Instructor:** Emily Nichols

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**Tips for Success in Mrs. Nichols' AP Chemistry Class** \_\_\_\_\_ (student and guardian initial here)

Welcome to AP Chemistry! This is a rigorous and demanding course designed to take the place of college-level Chem I. **This is a "flipped-style" class and requires internet connection and computer or tablet access at home.** Students are expected to work collaboratively in class and complete notes after accessing video and/or Power Point presentations at home. Students must actively participate in the learning experience to be successful in AP Chem. AP Chemistry will include laboratory activities, videos, class discussions, free response questions (FRQ's), demonstrations, projects, homework, quizzes, and exams. Allocate time (30 min. 5 days/wk) to study and review your class materials. All of you will find AP chemistry to be challenging, some of you will find it to be down-right hard. There is a lot to cover and we will all need to be diligent in our studies. **You should expect this class to be SIGNIFICANTLY more difficult than your first chemistry class.** Make sure that you are staying up-to-date with all assignments, and coming in for help if you it.

**I. CLASSROOM RULES** \_\_\_\_\_ (student and guardian initial here)

- 1) Always consider the Classroom Core Values – Integrity first, be considerate of other students, and always strive for excellence.
- 2) Arrive to class on time, prepared (NEVER, EVER FORGET YOUR NOTEBOOK OR NOTES), and ready to work!
- 3) During lecture and class discussions, one person will have the floor at any given time...that includes the instructor! Be courteous to others and raise your hand to participate or ask a question. Please don't shout out answers (not everyone thinks as fast as you do ☺).
- 4) Students must carry the orange pass if they need to leave the room for a personal reason.
- 5) Please do not leave until dismissed by the instructor. Do not pack up early. Do not line up by the door.
- 6) Leave your workspace clean and neat. Dispose of all trash in the proper receptacle. RECYCLE when possible! All messes left behind will reflect negatively on the student's class participation grade.
- 7) NO FOOD OR DRINK IN THE LAB AT ANYTIME. Bottled water and snacks are okay during class but NEVER in the laboratory. Please pick up after yourselves and discard all trash before you leave the classroom.
- 8) Do not touch any equipment or materials set up in the lab or classroom unless instructed.

9) There will be times when students will be encouraged to use smart devices and students should consider the opportunity to use their smart device in class a privilege. I reserve the right to instruct students to place phones in a wall pocket if they are excessively distracting. All students must adhere to the guidelines set forth by the district regarding personal mobile devices.

10) All technology will be used appropriately and for educational purposes only. Any student in violation of this rule will be written a disciplinary referral after the **first violation**.

11) All rules in the Aledo Student Handbook will also be enforced, so become familiar with the school rules.

## **II. LAB \_\_\_\_\_ (student and guardian initial here)**

1) Labs are a major part of your grade. There are two (2) types of labs – formal, and informal. Formal labs are more in depth and will count as a test grade and fall under the 60% grade category. Informal labs will be counted the same as homework or daily grades (worth 40%).

2) Follow all safety rules, instructions, and teacher directives carefully. Pay careful attention to your work. Attention to detail yields excellent lab results! Any form of horseplay will result in a disciplinary referral.

3) Leave your equipment and lab station clean and neat. Remember to be respectful of the students working after you. Messy lab stations and dirty equipment will reflect poorly on your grade for that lab and your class participation grade.

4) Wear safe, appropriate attire on lab days. Wear close-toed shoes, tie long hair back, no baggy/loose-fitting clothes, or dangling jewelry. You will not be allowed to participate in lab if you are not properly dressed.

5) All missed labs will need to be made up promptly. Make-up labs should be scheduled ASAP by the student.

## **III. LAB NOTEBOOKS \_\_\_\_\_ (student and guardian initial here)**

A lab notebook is an important part of AP Chemistry since it will be a written record of all the labs that you will complete during this course. Many colleges require you to show your lab notebook in order to obtain credit for the laboratory part of your AP chemistry course. As you record information in your notebook, keep in mind that someone who is unfamiliar with your work may be using this notebook to evaluate your laboratory experience in chemistry. When you explain your work, list your data, calculate values, and answer questions, be sure that the meaning will be obvious to anyone who reads your notebook. It is a good idea to work out of a spiral (regular) notebook and then transfer your final work into the official notebook. The official notebook will be provided by Aledo HS. A more in-depth document over my expectations for your notebook will be presented within the first two weeks of school and will be available on the fusion page and Canvas.

## **IV. CLASSWORK/HOMEWORK \_\_\_\_\_ (student and guardian initial here)**

In a “flipped-style” classroom, what would conventionally be homework becomes classwork. Homework will typically consist of students accessing an assigned video or powerpoint presentation from Canvas. They will have notes to fill in and a few guided problems to complete. This will be the basis instruction for the next day’s classwork. When they arrive to class, we will spend 10 – 20 minutes going over key concepts and answering questions. Students will then utilize class time to work collaboratively on problems and/or labs that relate to specific concepts. Students should use their class time wisely as any unfinished classwork becomes homework. At least one assignment will be collected for a grade each week.

## V. MAKE-UP AND LATE WORK \_\_\_\_\_ (student and guardian initial here)

1) **All work will have a specific due date.** Most unit assignments will be provided when we begin the unit and also be available on Canvas. Make-up work will be accepted for full credit only with an excused absence. Students will get one day extra for each day they miss to turn in make-up work. **If an assignment is late it will be docked 10% the first day, 20% the second day, and 30% the third day. Work will not be accepted after 3 days with no exceptions** (other than students with SPED/504 accommodations).

2) It is the student's responsibility to keep track of assignments missed on account of absences. The assignments and due dates are posted on Canvas. If you will be absent for an extended period, be sure you have access to Canvas so you can check in each day and keep track of assignments and material covered.

## VI. EVALUATION OF WORK \_\_\_\_\_ (student and guardian initial here)

1) AP Chemistry grades will be calculated based on the following percentages:

a. Unit Exams/Notebook Checks/Projects/Formal Labs – 60% of overall grade  
b. Class work/Homework/Informal Labs/Quizzes/Class Participation – 40% of overall grade

2) All work needs to be legible. If the instructor cannot read it, it cannot be graded.

3) Class participation will be worth a total of 100 points per six weeks. Each student will be given 100 points and it is their responsibility to keep their points by:

a. attending class and arriving on time, b. participating in each day's classroom activities, c. working efficiently and effectively, d. not disrupting or disturbing others (including the instructor), e. and keeping workspaces clean and tidy.

4) **Academic dishonesty (cheating) will not be tolerated.** Consequences for academic dishonesty will result in the teacher contacting the parent by phone, a grade penalty, citizenship reduction, and a disciplinary referral.

## VII. EXAMS \_\_\_\_\_ (student and guardian initial here)

1) Exams dates will be announced Canvas, and during class at least three (3) days in advance. There will be approximately two unit exams each six weeks as well as a comprehensive semester exam and a final exam. **Students who take the AP Exam will be automatically exempt from the final exam.**

2) Reviews days are a courtesy to the students and will take place the day before the exam (Friday if exam is scheduled for Monday). If a student is absent the day of the review, they will still take the exam on the scheduled day or the day they return.

3) Exams may be corrected if the student earned a grade of less than 70%. Students should make corrections within ten (10) class days after receiving their failing grade. The original grade and corrections grade will be averaged and the new grade will not exceed 70.

4) Cell Phones – On exam days, students will place their silenced cell phones in one of the calculator pockets on the wall. Cell phones may be retrieved when all students have completed the exam. Never under any circumstance will a student be permitted to leave class and take their cell phone/smart device with them while a test is being administered.

## VIII. MATERIALS \_\_\_\_\_ (student and guardian initial here)

### Qty. Required in Class DAILY Qty. Required each SEMESTER

1 Spiral Notebook – graph paper ruled 1 roll Paper towels 1 3-ring binder (can be used for other subjects)

1 box Nitrile gloves

Pencils, pens, highlighter 1 roll Scotch tape Graphing calculator Optional, but recommended:

tablet/iPad

**X. TEXTBOOK AND REFERENCE MATERIALS \_\_\_\_\_ (student and guardian initial here)**

**Textbook:** Zumdahl, Steven S., et. al., Chemistry, 9<sup>th</sup> Ed. Belmont, California, Brooks Cole, 2014.

1) Each student will have a textbook available to them in class. They are responsible for their classroom textbook while they are utilizing it and should be careful not to damage it.

2) Each student will be issued a license for the online textbook. The link for your online textbook will be posted to Canvas.

**Suggested Study Resources:**

1. 5 Steps to a 5: AP Chemistry 2019 Elite Student Edition – Authors Moore and Langley (check Amazon)
2. Cracking the AP Chemistry Exam – Princeton Review
3. FlinnPrep – AP Chemistry Online Prep Course

**XI. Canvas \_\_\_\_\_ (student and guardian initial here)**

This class is interactive, so please check the AP Chemistry Canvas daily. All materials presented in class will be available online. Students will be given one copy of all materials. If they lose their copy, they will need to print out another from Canvas. Please check the page for announcements as well.

**In closing...** I can't tell you how excited I am to have the opportunity to be a part of your education. I strive to do my very best to provide you with accurate, relevant, exciting, cutting edge chemistry knowledge. Please contact me with any questions or concerns. **This contract should stay in your binder.** I am looking forward to a great year with you!

☺ Mrs. Emily Nichols

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Student Signature Date Parent/Guardian Signature Date