

Name _____

Class Period _____

Mrs. Nichols' Chemistry Policies and Procedures 2020-2021

Instructor: Emily Nichols

Class Phone: 817-441-8711

Room: 309

Email: enichols@aledoisd.org
enichols@g.aledoisd.org

Conference: period or by appointment

Tutorials:

Tips for Success in Nichols' Chemistry Class _____ (student and guardian initial here)

Welcome to Chemistry! A positive attitude and good work ethic will get you far in this class. ***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. I have designed this course to help you comprehend the subject and to prepare you for rigorous classes in the future. Chemistry will include laboratory activities, videos, class discussions, demonstrations, lectures, projects, homework, quizzes, and exams. Allocate time (~20 min. 5 days/wk) outside of class to study and review your class materials. Be accountable for your actions at all times and take pride in your work.

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) Students must carry the orange pass if they need to leave the room for a personal reason.
- 4) Please do not leave until dismissed by the instructor. Do not pack up early. Do not line up by the door.
- 5) Leave your workspace clean and neat. Dispose of all trash in the proper receptacle. RECYCLE when possible!
- 6) NO FOOD OR DRINK IN THE LAB AT ANYTIME. Snacks and water are fine in class, but NEVER during/in lab. Please pick up after yourself or this privilege will be revoked.
- 7) Do not touch any equipment or materials set up in the lab or classroom unless instructed.
- 8) **Please bring your device(s) to class!** Smart phones, tablets and laptops are welcome. **I recommend for laptop users to have a wireless mouse (Not mandatory).** Silence phones during class. Devices are to be used for educational purposes only (gaming does not qualify unless I assign the game 😊). I reserve the right to take-up phones or devices if they are excessively distracting or used inappropriately. All students must adhere to the guidelines set forth by the district regarding personal devices.
- 9) Our classroom is equipped with state-of-the-art technology that belongs to all the students in the district. Any student who purposely misuses any device or equipment will be subject to disciplinary action.
- 10) All rules in the Aledo Student Handbook will 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. Informal labs will be counted the same as daily grades. Labs are designed to be interesting, thought-provoking, and fun, however, lab is NEVER the place for horseplay and it will not be tolerated. Students who are reckless in the lab will receive an automatic zero for that lab.
- 2) Follow all safety rules, instructions, and teacher directives carefully. Pay careful attention to your work. Attention to detail yields excellent lab results!
- 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.
- 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 participate in lab if you are not properly dressed.
- 5) All missed labs will need to be made up promptly (1-2 days of the absence). Make-up labs should be scheduled ASAP by the student.

III. CLASSWORK/HOMEWORK

_____ (student and guardian initial here)

Face-to-Face Class Days

Students are expected to attend all classes to maximize their learning, understanding of all concepts, and prepare for exams, if applicable. Students will attend class on designated days and complete any work assigned in Canvas.

Virtual Class Days/Remote Only:

Performance Expectations: Students are expected to utilize their digital learning time to master concepts, access learning opportunities in the digital environment, complete reading and other assignments, and prepare for the next class experience. Any work assigned in Canvas has the expectation that the students will complete the work and follow due dates as assigned.

IV. MAKE-UP AND LATE WORK

_____ (student and guardian initial here)

1) All work will have a specific due date.

1 day late -> 10% off (max 90)

2 days late -> 20% off (max 80)

3 days late -> 30% off (max 70)

After 3 days late, the assignment will not be accepted for a grade (other than students with SPED/504 accommodations).

2) The opportunity to redo a formative assessment is a one-time offering for students scoring lower than 100%. The gradebook will reflect the higher of the two grades for a maximum grade of 100%. Summative assessments may be corrected to an 80% if students attend tutorial sessions.

In order to take advantage of the redo opportunity, the following must occur:

- Student must complete extra practice and/or attend an opportunity for reteach on the same concept.
- Student will have 5 days from the date the grade is posted to begin the redo process.
- Students in grades 9-12 are responsible for initiating this process with their teachers within

the 5-day window. **No exceptions** (other than students with SPED/504 accommodations).

- 3) It is the student's responsibility to keep track of assignments missed when absent. The assignments and due dates are posted on Canvas. If you know you will be absent for an extended period you will need to access Canvas daily so you can see what you missed and need to print off/make-up, etc.

V. EVALUATION OF WORK

_____ _____ (student and guardian initial here)

- 1) Chemistry grades will be calculated based on the following percentages:
 - a. Unit Exams/Notebook Checks/Formal Labs – 60% of overall grade
 - b. Classwork/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.

VI. EVALUATION OF WORK (continued)

- 3) Class participation is vital in this course and it is their responsibility to:
 - a. attend class and arrive on time,
 - b. participate in each day's classroom activities,
 - c. work efficiently and effectively,
 - d. not disrupt or disturb others (including the instructor),
 - e. and keep 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. Honesty and integrity are essential to the culture of Aledo ISD because they set the foundation for future success. Accordingly, our district holds high expectations for all students and empowers them to hold high expectations for themselves, their classmates, and their teachers.
- 5) **Aledo ISD Academic Integrity Affirmation** needs to be acknowledged and signed by both student and parent.

VII. EXAMS

_____ _____ (student and guardian initial here)

- 1) Exams dates will be announced via remind and during class at least three (3) days in advance. There will be approximately three unit exams each nine weeks as well as a comprehensive semester exam and a final exam.
- 2) Review 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) The opportunity to redo/retest is a one-time offering per summative assessment, on which the student earned a 79% or below. The higher of the two grades will be recorded in the grade book for a maximum grade of 80%. Reassessment must occur within ten instructional days of the original assessment.
 - Opportunities for reteach will be provided prior to retest. The extent of tutorials or reteach opportunities is determined by the teacher.
 - If 40% (four out of every ten students) of a class fails a summative assessment, it is evident that the class has not reached sufficient mastery of the TEKS; therefore, whole class reteach/reassessment is educationally appropriate and required.
 - The assessment may be of an alternative variety from the original assessment, as long as it assesses the same TEKS at the same level of cognition as the original assessment.

- 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)

Personal supplies*	Room Stock
Pens	Paper Towels
Pencils	Hand Sanitizer
Composition Notebook	Box disposable gloves
Calculator	Kleenex
tape	Disinfectant Spray
* Students will need personal supplies for their sole use. Any "class set" supplies will have to be disinfected after every use.	

IX. COMPOSITION NOTEBOOKS

_____ (student and guardian initial here)

A scientist's notebook is a very important tool. Each student must have a composition book with college ruled paper on the inside **by the first day of class**. Each section will include bell-ringer activities, new equations and practice problems, notes, data, and sketches from labs. **The instructor reserves the right to grade any material or the notebook as a whole without given notice. This means students need to keep up with their notebooks!**

X. TEXTBOOKS

_____ (student and guardian initial here)

Texas Modern Chemistry

Sarquis, Jerry, and Sarquis, Mickey. *Texas Modern Chemistry*. Orlando, FL: Houghton Mifflin Harcourt Publishing Company, 2015. Print.

- 1) Each student will have access to an online textbook. They will be provided a strip of paper with their login credentials and password. They should tape that strip to their notebook and record the information below.
 - a. Online resources for the textbook: my.hrw.com My login: _____
My password: _____

XI. Canvas/Aledo Webpage

_____ (student and guardian initial here)

This class is interactive, so please check Canvas daily. Weekly agendas are available on the Aledo High School webpage; however, material is subject to change. All students will be given one copy of the materials in class, if they lose their copy, it is their responsibility to find another.

Mrs. Nichols' Chemistry Remind Code: [Text code to 81010](tel:81010)

Chemistry: [@28kfhd](https://twitter.com/28kfhd)

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, innovative 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!

Emily Nichols

Chemistry Teacher

817-441-8711 ~ enichols@aledoisd.org

Parent/Guardian Signature

Date

Student Signature

Date