

# Chemistry Policies & Procedures

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Welcome! Chemistry is an exciting subject that helps us better understand what's happening "behind the scenes" in the world around us. This course will challenge you. You need to be organized, work hard, and stretch your brain. Always remember, CHEMISTRY IS FUN!

## Class and Lab Supplies

- Folder with pockets and brads (or binder – *no spiral*) for class notes and handouts
- Notebook paper
- Lab notebook (composition book, hard cover with pages sewn in – *no spiral*)
- Graph paper – 4 squares per inch
- Blue or black pens and pencils
- Dry erase markers – Set of 4 Expo Dry Erase Markers, chisel point, bold color, no low odor
- 12 Count colored pencils
- Non-graphing scientific calculator, with exponent (EXP or EE) and log (LOG) buttons: Casio, Texas Instrument, etc. You may not use graphing calculators on tests.
- Daily access to the Internet, either at school or at home
- \*\*Dish towel (one per lab station)

## Classroom Guidelines

1. Be courteous and respectful, and uphold high standards of effort and achievement.
2. Come to class on time with the necessary supplies: textbook (covered), a notebook with pockets for handouts, paper, a pen or pencil, calculator, etc., and prepared to work.
3. All assignments, homework, class work, lab reports, projects, and tests, are to be done on an individual basis. Copying or obtaining information from any source (i.e., another student, a student who attended the class in a prior year, any published work, or the Internet) and representing it as your own is considered cheating and will not be tolerated. Discussing information about a quiz or test with students who have not completed it is considered cheating. The use of cell phones, graphing calculators, and other electronic devices to copy and/or remove class information for your own use or to share with others is considered cheating and will not be tolerated.
4. Only chemistry may be studied during class time. (Any non-chemistry materials confiscated during class will automatically become my property and will be disposed of as I see fit.)
5. Lab equipment is to be used only for the purpose originally designed. Misuse of any classroom or laboratory equipment will not be tolerated.
6. Always sign out when you leave the room and sign back in when you come back.
7. NEVERLAND: never talk when I am talking, never throw anything, never touch the telephone, never leave your desk if a teacher is not in the room.
8. ALWAYS come to me if you do not understand. (That goes for anything.)

## Chemistry Website

Visit <http://tskinnersbec.edublogs.org> for access to a ton of useful information! Find out what you missed during an absence, or just review the day's lecture. Download notes and worksheets or access online periodic tables, tutorials, and other helpful sites. Discuss class notes or homework with each other or send me an email. I designed this site as a service for you. Use it to your advantage! I will also email you study suggestions, reminders and hints about projects, etc. So that I may do so, **please fill out the form below and turn it in to me (sign form on the back):**

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\_\_\_\_\_  
Student name

\_\_\_\_\_  
Student email address

\_\_\_\_\_  
Parent/Guardian name(s)

\_\_\_\_\_  
Parent/Guardian email address(s)  
\_\_\_\_\_

## Grading Policy

- Chapter tests - 50% of nine weeks grade
- Daily grades (homework, pop tests, quizzes, etc.) - 25% of nine weeks grade
- Lab (lab report and participation) - 25% of nine weeks grade

## Late Work and Make-up Work

1. Assignments are due as announced, usually at the beginning of the class period. No daily assignment will be accepted late, except in the case of an excused absence. **If an emergency situation arises and you are not able to complete an assignment, come and talk to me about an emergency extension.**
2. If you are absent from class for any reason, whether school related or otherwise, it is your responsibility to get notes, turn in work, and to see me about any additional work missed. Unless it is pre-assigned, you must submit makeup work within one day when absent one day, within two days when absent two days, etc. If you are absent because of school (sports, drama, band, field trip, etc.), you must get your assignments and turn in homework to me before you leave.

*(There are several sources for obtaining assignments: your syllabus, EdLine, the Chemistry website, or the homework information line: 349 - 4961, ext. 369. Class notes and handouts may be obtained from Edline or from the Chemistry website – <http://tskinnersbec.edublogs.org>)*

3. If you are absent the day before or the day of a test, you will be expected to take the test the first day you return unless excused by me. If you are absent the day a pre-assigned project is due, you are responsible for seeing that your project is turned in by your class period the day it is due.

## Retesting Policy

Memorization quizzes and chapter test grades below 70 are eligible for retesting. First, you need make an appointment to correct your original test and, if possible, schedule a help session or arrange for outside tutoring. Then, you need to take a different quiz or retest within one week of receiving your original quiz or test grade. You will receive the higher of the two scores with a maximum score of 70.

## Help Sessions

I want each of you to have a successful year! Toward that end, we will have help sessions before school or in the evenings. It will be your or your class's responsibility to ask me to schedule a help session. *Please*, do not hesitate to ask for assistance!

## Final Advice

Chemistry is challenging, but you can succeed in this class if you follow these key steps:

- 🔑 Keep up with your assignments. Use the Chemistry website to review or catch up after an absence, and avoid missing class whenever possible. Falling behind is the kiss of death!
- 🔑 Ask for help when you need it. Whether that means asking a question during class, coming to me after class, or coming to a help session, go the extra mile to show me that you care about your grade. I will care as much as you do and I am here to help you in any way I can!
- 🔑 Take advantage of opportunities to boost your grade – retests, extra credit, and “completion” homework.
- 🔑 Work hard and exercise your brain! I work very hard for you, and I expect nothing less in return.
- 🔑 **HAVE FUN!** So far hundreds of students have survived chemistry and a lot of them even liked it!

**AFTER READING, PLEASE COMPLETE THE FORM BELOW (BACK AND FRONT) AND RETURN IT TO MS. SKINNER.**

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**I HAVE READ AND UNDERSTAND THE POLICIES & PROCEDURES OF MS. SKINNER'S CHEMISTRY CLASS.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Cell Phone Number

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Home and Cell Phone Number(s)

\_\_\_\_\_