

# Chemistry

## Policies & Procedures

Ms. Skinner  
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Welcome to an exciting subject that will help you better understand what's happening "behind the scenes" in the world. This course will challenge you and grow you on your road to becoming all that God has planned for you!

### Class and Lab Supplies

- Daily access to the Internet and printer - either at school or at home**
- Folder with pockets and brads for class notes (or binder – *non spiral for turn in assignments*)
- Notebook paper (*non-spiral for turn in*)
- Graph paper – 4 squares per inch
- Pencils** and blue or black pens
- Red pen
- 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.

### Classroom Guidelines

1. Be courteous and respectful, and uphold HIGH standards of behavior, effort, and achievement.
2. Come to class on time with the necessary supplies: textbook, a notebook with pockets for handouts, paper, a pen or pencil, calculator, etc., and prepared to work.
3. You are welcome to use approved electronic devices in class with the clear understanding that they may only be used as part of your chemistry instruction. Refer to the Electronic Device Policy on the class website for more info.
4. Only chemistry may be studied during class. Any non-chemistry materials will be confiscated and eradicated.
5. Lab equipment is to be used only for the purpose originally designed. Misuse of equipment will not be tolerated.
6. ALWAYS come to me if you do not understand. *(That goes for anything!!)*

### Honor Code Policy & Cheating

1. All assignments, homework, class work, lab reports, projects, and tests, are to be done on an individual basis. There are times when collaborating and working together is very beneficial and other times when it is prohibited. When in doubt, ASK. For more detailed information, refer to the Collaboration on Assignments information sheet on the class website under the Class Info tab.
2. Copying or obtaining answers or 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. Aiding a student in such a deception is also considered cheating. Discussing information about a quiz or test with students who have not completed it is considered cheating.
3. 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 also considered cheating and will not be tolerated.

### Chemistry Website

IMPORTANT: Every day YOU ARE REQUIRED to visit our class website at <http://tskinnersbec.edublogs.org> for information on the day's lesson or homework, and, if you need to, to watch the day's lecture. *Every week you will be required to post a comment to the website.*

**Our class website is also the source you will use for obtaining all the materials you will need for class**, for example, the weekly syllabus, assignments, labs, and worksheets, etc., *along with a ton of other useful information!!!*

### Online Textbook

IMPORTANT: Your textbook is online at <http://my.hrw.com/>. **User name: ncschem, password: chemistry**

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***I have READ and UNDERSTAND the policies & procedures of Ms. Skinner's Chemistry class.***

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Student Name (PRINT)

Date

Student signature

## Late Work and Make-up Work

1. Assignments are due as announced on the weekly syllabus. Assignments will not 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, YOU ARE REQUIRED to check the daily post on the class website for class information and watch the vodcasts for any classes you miss. As soon as you return, you must turn in work and 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 or because you check out, you must get your assignments and turn in homework to me **before** you leave. YOU ARE REQUIRED to watch the vodcasts for any classes you miss.  
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.
3. In the case of an unexcused absence, all work (including tests) is due the day you return to school.

## Grading Policy

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

## Help Sessions

I want you to have a successful year! If you ever find you are overwhelmed or just need some extra practice, just ask and we will have help sessions before school. I'm always glad to help!!!

## Retesting Policy

Memorization quizzes and chapter test grades below 65 may be eligible for retesting. First, you need make an appointment to correct your original test and arrange for outside help. Then, at my discretion, you will take either the same or a different quiz or retest within one week of receiving your original quiz or test grade. Your grade will be the second score with a maximum score of 65. Usually one chapter test per nine-weeks may be retaken.

## Final Advice

Chemistry is challenging, but YOU CAN SUCCEED if you follow these key steps:

- ☛ Be present! Use our class website to review or catch up after an absence and avoid missing class whenever possible. Falling behind is the kiss of death!
- ☛ Stay ahead. Prior to class each day read the section assigned. Take notes!
- ☛ Complete ALL assignments to the very best of your ability AND BEYOND. Every part of this class is specifically designed to help you grow and succeed. Work hard and exercise your brain and you will find that you can do things you never thought possible!
- ☛ 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.
- ☛ Take advantage of opportunities to boost your grade – homework, extra credit, and quiz retests.
- ☛ **HAVE FUN!** Take a deep breath! Trust God's wonderful purpose and plan for you in this class!! I'm so excited!!

After reading, **please fill out this form (front & back)**, DETACH below, and **RETURN to Ms. Skinner**. You will KEEP the rest of the sheet as a reference for the rest of the year!

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**I have READ and UNDERSTAND the policies & procedures of Ms. Skinner's Chemistry class.**

\_\_\_\_\_  
Parent/Guardian Name (PRINT)

\_\_\_\_\_  
Date

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Parent/Guardian Signature