

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 a printer - either at school or at home**
- Folder/binder with pockets for class notes
- Notebook paper (*non-spiral for turning in assignments*)
- Pencils, blue/black pens, red pens
- Highlighters – 2 colors
- Colored pencils – 12 count
- Ruler – 12 inch wooden with metric markings
- **Non-graphing scientific calculator**, with exponent (EXP or EE) and log (LOG) buttons: Casio, Texas Instrument, etc. Here are a couple that I like:
 - [Casio fx-300MS Plus 2 Scientific Calculator](#)
 - [TI 30-Xa Scientific Calculator](#)

Classroom Guidelines

1. Be courteous and respectful, and uphold HIGH standards of behavior, effort, and achievement.
2. Come to class on time and prepared to work with the necessary supplies - a notebook with pockets for handouts, notebook paper, a pen or pencil, calculator, etc.
3. Technology will be used at teacher discretion. Refer to the Electronic Device Policy on Canvas for more info.
 - Laptops.** While you must take handwritten notes in this class, some days you will need your laptop for activities, labs, and projects. Have your computer charged and with you each day.
 - Cell phones & Smart Watches.** On lecture and test days, cell phones and smart watches must be set on silent and placed in the designated storage area at the front of the room until class is dismissed. On certain activity and lab days, you will use your cell phone as a tool for the activity or lab.
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!!*)

Canvas & Our Chemistry Website

- Weekly activities and assignments will be posted in Canvas (and on the class website)
- Every day YOU ARE REQUIRED to check the weekly syllabus AND check my lesson post on the class website for information on the day's lesson, info about homework, etc.
- You can access our class website directly here at <http://tskinnersbec.edublogs.org>. This is where you'll also be able to watch a recording of the day's lecture. Our class website is also the source you will use for obtaining all the materials you will need for class - the weekly syllabus, assignments, labs, and worksheets, etc.

Online Textbook

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

Grading Policy

- Chapter tests and quizzes - 50% of nine weeks grade
- Daily grades (homework, class work, web posts, etc.) - 25% of nine weeks grade
- Lab (lab reports, activities, 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!!!

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

Student Name (PRINT)

Date

Student Signature

Honor Code Policy & Cheating

For more detailed information, refer to our class **Honor Code Policy** and **Collaboration on Assignments** information sheets on the class website under the Class Info tab.)

1. All assignments, homework, class work, lab reports, projects, and tests, are to be done on an individual basis. There are times when working with others and using outside resources is beneficial and other times when it is prohibited. When in doubt, ASK.
2. Copying or obtaining answers or information from any source (i.e., another current or previous student, any published work, the Internet, etc.) 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. You are not allowed to use any artificial intelligence (AI) tools to complete any part of your assignments unless specifically pre-approved for that assignment by me.
4. 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.

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 syllabus AND ALSO the daily post on the class website for class information. You must also watch the vodcasts for any lessons 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.

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)** and **RETURN to Ms. Skinner** for scanning. Afterwards, you will KEEP the sheet as a reference for the rest of the year!

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

Parent/Guardian Name (PRINT)

Date

Parent/Guardian Signature