

Hello Parents and Students,

Please read over my syllabus regarding my class rules, learning expectations/policies, and disciplinary plan. If you have any questions or concerns please feel free to contact me through email. Once the syllabus has been reviewed please complete the Google Form, meaning both the parent and student have reviewed the syllabus and accept. Thank you and I hope we have a wonderful school year!

Mrs. Enriquez

**Grading Scale:**

**A** = 90-100%; **B** = 80-89; **C** = 70-79%; **D** = 60-69%; **F** = 59% or less  
(+/- will be assigned)

(Students can receive extra credit throughout the year when they do exceptionally well on projects or in class assignments.)

**Formal Assessments** (Test & Quizzes): .....50%  
**Informal Assessments** (Projects, Presentations, Exit Tickets etc.): .....15%  
**Assignments** (Journals, Homework, In class work, etc.): .....25%  
**Participation** (Participating, attendance, being prepared for class, etc.): .....10%

**Class Rules**

1. Students will respect the teacher and all fellow classmates at all times. Students must be following Expectations & Policies, if not they may lose participation points and may result in proceeding with my disciplinary plan.
2. Cell phone, iPad, or music player use is absolutely NOT permitted. **If the student does NOT store the phone away in the backpack when asked and is caught later using the phone during class, the phone will be confiscated and taken to the front office so it can be picked up at the end of the school day. Please reference Ayala’s Cell Phone Policy in the student handbook.** No hat & no hoods.
3. Food and drinks must be placed in the student's backpack. Food is not allowed to be out or eaten during class, especially during labs. This is a SAFETY hazard and will be strictly enforced for the safety of the students.
4. If you are going to miss a scheduled exam, attendance needs to be **EXCUSED**. If it is not excused, you will receive a **ZERO**. Please inform me BEFORE missing the exam so we can arrange a time to make up the exam. You will only have two days to make up an exam after it is given, if you fail to take it within two days you will receive a **ZERO**.
5. Mask Policy: Follow District guidelines. Please make sure you are checking current guidelines. Failure to do so may result in a referral to administration.

6. Laptops may be used in class so please make sure your laptop is charged every day.

**Late Work Policy:**

You will be able to turn in an assignment late for partial credit (50% Max).

**EXCEPTIONS:**

- If answers are reviewed in class then that assignment will NOT be allowed to be turned in late.
- On substitute days, any work that is not turned in will absolutely not be accepted late.

**Classroom Policies**

Bathroom Policy: Students must have a hall pass, as well as take the classroom bathroom pass. They will be given a maximum of 5 minutes to use the restroom. They will have to sign in & sign out on the bathroom sheet. If students do not sign in and out legibly and accordingly, they may lose their bathroom privileges altogether. There is no bathroom use during the first and last 10 minutes of class.

Lab Safety: This is a laboratory class, therefore the students are working with expensive equipment and/or toxic chemicals. Due to this, the students will be responsible for lab safety test, preparing for labs by writing down the procedure, and much more. If the students fails to properly prepare for a lab, they will automatically receive a zero for the lab, and not participate in the lab as well. It is extremely important that the students come prepared to handle chemicals and the equipment.

Attendance/Absences: If you are absent, you are responsible for all work that you missed. If a student is absent, they will have one day per one day of EXCUSED absence to get it in. It is the student's responsibility to gather and complete all the work that was missed during their absence or a zero will be given. If the absence is NOT EXCUSED, no work will be accepted.

If a student is not in their seat when the bell rings they will be marked absent or tardy.

Make Up Quizzes: Partial credit may be given on specific quizzes that involve mathematical work. Either corrections or completing new problems will be used as a way for students to receive partial credit. It will be up to the teacher's discretion to determine when partial credit will be allowed.

**Disciplinary Plan**

Please read the following carefully. Students misbehaving in the classroom environment will be subject to the following disciplinary actions:

**First Offense:** Student will receive a formal verbal warning.

**Second Offense:** Student will have a one-on-one conference with the teacher and an email will be sent to the parent/guardian.

**Third Offense:** Student will complete an in-class personal behavior evaluation and a one-on-one conference with the teacher. The teacher will also email the parent/guardian and inform them that this is the third and final offense before being sent to administration.

**Fourth Offense:** The student will be ejected from the classroom with a referral to Administration, which may result, but is not limited to, a class suspension.

**Please note:** If a student poses a threat to the safety of the classroom, or displays extreme levels of unacceptable behavior, this may result in an automatic detention, referral to administration, or a suspension.

**Cheating/Academic Dishonesty**

Any student who is caught cheating, plagiarizing, or breaks the code of academic honesty will automatically receive a referral to administration and receive a zero on that assignment/test. Copying work, giving work to be copied, improving someone's score on peer evaluation, and violating test conditions are all forms of cheating. Academic dishonesty will become part of a student's permanent record, which may result in a guidance counselor or teacher not being able to write a letter of recommendation for colleges. During testing students phones will be on the desk and turned OFF. If it goes off the student will receive a zero.

**Please complete the Google Form found on Google Classroom acknowledging you have read and agree to follow the syllabus.**

Period: \_\_\_\_\_

\_\_\_\_\_  
Student Name (Print)

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

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Date

**By signing above, you acknowledge that you have read all the information and agree to the stipulations in Mrs. Enriquez's syllabus, and will follow accordingly. You also acknowledge to abide by the rules presented in the Ruben S. Ayala High School Student Handbook.**

Parent/Guardian Contact Number(s) \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Email Address  
\_\_\_\_\_