

# **Mrs. Elattar's Chemistry Classroom Rules & Expectation**

(If possible, Print the page for your reference)

Welcome to 2<sup>nd</sup> semester Chemistry Class. I hope you will have a successful academic year. My main goal as a teacher is to help and encourage my students to reach their maximum potential through safe, positive, and enjoyable learning environment.

- **Textbook Used:**

Experience Chemistry in Earth's System By Savvas Learning Company (Volume I & II)

**To Access the textbook and Assignments online:**

- a. Log on to the Don Lugo Webpage, Click on "Students".
- b. Click on "Class Link" and use your school "username" and "password" to log in.
- c. Click on the "SAAVAS Easy Bridge" and the "SAAVAS Realize" tab (The last tab on the bottom right corner) to access the textbook assignments.

- **Recommended Materials for the Class:**

- 1) Red, blue, or black pens for the notes.
- 2) College ruled Notebook or Lined paper for notes and practice problems
- 3) A district issued Chromebook or personal laptop. Smart phone will **NOT** be able to process many of our program's activities due to its limited memory and screen size.



- **Joining Teams "Class Meeting" Instructions:**

- a) From the school webpage, click on "Students" tab and chose "Classlink".
- b) Sign to your "Classlink" account with your school username and password.
- c) Click on the "Aries" tile and click on your designated chemistry period "Meet Link". Please note that the link is only activated during class time. Please refer to the class schedule posted the Don Lugo Webpage for periods times and dates.

- **Class Meet Attendance:**

- a. Students need to log in to class meet on time and **remain logged in till the end of the meet.** (Please check the daily schedule on the Don Lugo Webpage or my class webpage).
- b. Attendance is being accurately recorded based Microsoft Teams "Attendance List".

- **Microsoft Teams Class page for Assignments Login instructions:**

- a) From the school's webpage, click on "Classes", scroll down, and click on my name "Elattar, Rania",
- b) From Classroom webpage, click on "Microsoft Teams Period Access" tab on the left side of the screen. Click on your designated period to join the class for post, assignments and meet link.

- **Joining Virtual Office Hours for Students' Support:**

- a) From the school's webpage, click on "Classes", scroll down, and click on my name "Elattar, Rania",
- b) From Classroom webpage, click on "Virtual Office Hours" tab on the left side of the screen.
- c) The office Hours Date and Times are *Monday and Wednesday 1:35 - 2:20 p.m.*  
*Tuesday and Thursday 7:30 – 8:15 a.m.*

- **Email Communication:**

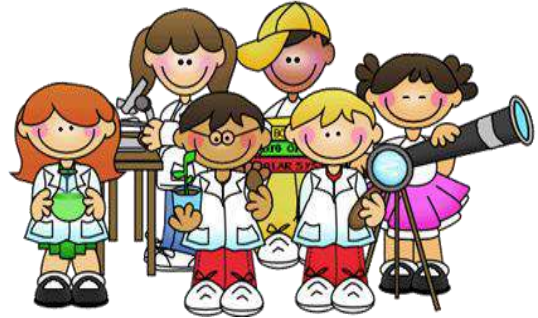
If you have a specific question or need a clarification, please email me using the following email address: [Rania\\_Elattar@chino.k12.ca.us](mailto:Rania_Elattar@chino.k12.ca.us). I usually respond within 24 hours. (Not including Weekends and Holidays)

# Assignments Percentage and Classroom Routine

***Please Note: Your first and last name MUST be written on all assignments to receive any credit.***

## • **Notes & Class work (30% for CP):**

- 1) Notes will be taken daily.
- 2) Notes will be graded based on:  
Completeness, Organization and Neatness.
- 3) **In case of a student's absence:** Student has the choice to one of the following options:
  - a) Attend Virtual Office Hours to make up their Notes/ Assignment, (**Preferred Choice**).
  - b) Copy the notes from another Student.
- 4) Class work includes practice worksheets and textbook problems.



## • **Homework & Class Discussion (10% for CP)**

Grade for this Category is based on the following:

- a) Verbally responding to in Class Meet Prompt or asking questions that will benefit learning.
- b) Complete and Turn in all Assignments **on time**.
- c) Attend Virtual Office Hours to complete any missing assignments or quizzes.

## • **Labs & Projects: (20% for CP)**

This class is a laboratory based. All Labs and Projects are formative assessments. Please note that, *failure to complete and turn in the lab report will jeopardize your grade in the class.*

## • **Test & Quizzes: (30% for CP)**

- a) Quizzes will be administered at the end of each section.
- b) Tests will be at the end of each chapter. Test dates will be posted at least 3 days prior to the test

## • **Finals: (10% for CP):**










At end of the semester, Students will be given a Final that covers the material discussed throughout the semester. To help prepare for the finals; Students will be given a project, research paper, a lab or a semester review packet.

- ***All assignments will be posted on Microsoft Teams in your Class OneNote.***
- ***All-important announcements will be posted via Microsoft Teams Calendar and on your Teams General Channel "Posts".***
- ***Grades will be posted and updated Biweekly online via Aries program.***

## **Classroom Policies:**

- 1) **Academic Dishonesty:** According to the district guidelines and policies, if a student copied, shared, or submitted another student assignment, he/she will receive **No Credit** and **No Make Up** for the assignment.
- 2) **Make up time with "No Late Penalty" for Absent students:** According to CVUSD board guidelines, students with excused absences will receive the same number of their absent days to make up their work. For example, if you were absent for two days, you will receive two school days to make up the assignments. Any make up after that will be considered late and graded out of 70%.
- 3) **Late Assignments:** The Late assignment must be **completed** to receive a 70%. It is the students' responsibility to check their grade on Aries and to see which assignments they are missing. Failure to turn in your missing assignments will jeopardize your grade in class and participating in extra credit.
- 4) **Extra credit (Teacher's Description):**  
To participate in any extra credit activity, Students must have:
  - a) No missing assignments.
  - b) Extra credit will not exceed 3% of the grade.**Extra Credit Points will be added at the end of the semester.**

# Microsoft Teams Meet Expectations

<p><b>Be Involved</b></p>	<p><b><u>Be On time</u></b></p> <ul style="list-style-type: none"><li>Log in a few minutes before the meet and stay connected till the meet ends. end of the meet.</li></ul> 	<p><b><u>Be in a quiet Place</u></b></p> <p>Find a quiet place to make it easier for you focus.</p> 	<p><b><u>Be Prepared</u></b></p> <ul style="list-style-type: none"><li>Computer Charged.</li><li>Camera is on.</li><li>Use headphones</li></ul> 
<p><b>Be Responsible</b></p>	<p><b><u>Presentation</u></b></p> <ul style="list-style-type: none"><li>Wear appropriate clothing.</li><li>Sit up straight and in the camera view.</li></ul> 	<p><b><u>Chat Responsibly</u></b></p> <ul style="list-style-type: none"><li>Use the chat box for topic clarification or assignments inquiries.</li></ul> 	<p><b><u>Participation</u></b></p> <ul style="list-style-type: none"><li>Be Focused.</li><li>Be Attentive</li><li>Ask Questions when confused.</li></ul> 
<p><b>Be Respectful</b></p>	<p><b><u>Mute Yourself</u></b></p> <p>Please make sure your mic is off during class presentation or when another student is asking questions</p> 	<p><b><u>Do your Best!</u></b></p> <ul style="list-style-type: none"><li>Turn your Assignments Complete and on time.</li><li>Attend Virtual office hours for if you need help or to complete absent work.</li></ul> 	<p><b><u>We are in this together</u></b></p> <ul style="list-style-type: none"><li>Be Kind</li><li>Be Considerate</li><li>Use the Class Meet time effectively.</li></ul> 

**Student's Section:**

**Part I: Please rewrite the following paragraph on the space provided:**

I, \_\_\_\_\_ in \_\_\_\_ period of Chemistry class, has read and understood the classroom rules and expectation. I understand how my grade in the class will be calculated. I will do my best to complete my class assignments, laboratory reports, projects, and homework. I will make sure to turn all my assignments **on time**. I also understand that **“I NEED TO STUDY FOR ALL MY TESTS”**. Finally, I understand that my grade in this class is my own responsibility and based on the amount of work and effort I am willing to put in this class.

---

---

---

---

---

---

---

---

**Part II: Please initial that you have read and are aware of the following:**

- a) My Contact Information \_\_\_\_\_.
- b) Attendance: Students need to be logged in from the beginning till the end of the Class Meet \_\_\_\_\_.
- c) Aries log in for class grade updates \_\_\_\_\_.
- d) Tutoring time is on:  
Monday & Wednesday 1:35 – 2:20 pm.  
Tuesday and Thursday 7:30 to 8:15 am via Zoom Meet. The Link is posted on my Classroom webpage on the Don Lugo’s website \_\_\_\_\_.
- e) Recommended supplies for the class \_\_\_\_\_
- f) Make up and due dates in case of absence \_\_\_\_\_.
- g) Tests & Finals Percentages of the whole grade \_\_\_\_\_
- h) Late Work Policy: Any late assignment must be **completed** and **turned in by the deadline** to receive a score of 70% for CP \_\_\_\_\_
- i) Assignments will be locked 2 weeks before the finals and will be no longer accepted. \_\_\_\_\_
- i) “Extra credit” assignment will be for students with **no missing assignments** and does not exceed (3%),  
\_\_\_\_\_

Please complete “Parts I & II”. Completing the form is worth 20 pts.

**EVERY STUDENT STARTS WITH A+**