



July, 2019

Dear Parents,

Welcome to a new school year! Your son/daughter is enrolled in Core Chemistry. Details about classroom policies and course expectations can be found on my website <https://www.cusd80.com/Domain/5526>. Along with this letter, you will find an acknowledgment form that you and your child should initial as you read through the policies. We will also discuss these in class so that misunderstandings can be prevented. The highlights of policies are:

- Respect yourself and others
- Attend all classes and come prepared
- Follow classroom, laboratory and general school rules and procedures, as well as specific directions from your teacher.
- Keep cell phones and other electronic devices stowed away during class.
- Study and learn the material presented in class and maintain passing grades.
- Communicate and write in commonly accepted forms.
- Seek extra help when you need it. *Do not wait until the day before the test or the day an assignment is due.*
- Absolutely no still or video photography is allowed in class without specific permission.

Required materials for class are:

- 3 ring binder or folder dedicated to this science class
- Spiral notebook for class notes
- Pencils and a blue or black pen
- Scientific calculator – must do scientific notation (Cell phones or other electronic devices **MAY NOT** be used as calculators!)

You will also be receiving a copy of the Flinn Science Safety Contract that we use to guide our laboratory activities. This, along with the acknowledgement for the course information, should be returned by Friday, July 27.

If you have any questions or comments about any policies or the course, please email me at fortune.billie@cusd80.com or call me at (480)224-2975. I will respond as soon as possible.

Sincerely,

Ms. Billie Fortune
Perry High School Science Department

Academic Information

Homework

Homework is designed to help students learn concepts and practice problem solving skills. A student who does not complete homework assignments will not be successful in this chemistry course. It is understood (and encouraged!) that students may work together on assignments; however merely copying another student's work is not beneficial. Please keep the following in mind when completing homework assignments:

1. Homework is due at the *beginning* of the class on the due date. As a general rule, no late homework assignments will be accepted except for an excused absence in accordance with school policy.
2. Each assignment submitted must contain your name, class period, and date. Papers submitted without names may not be graded.
3. All homework must be legible. If I cannot read it, I cannot grade it.
4. Work must be completed using the methods described in class, showing work and units as directed.
5. Homework will be graded as follows:
 - a. Most homework will be stamped for completion.
 - b. Class discussion will allow students who have difficulty to complete the work thus students are expected to check their answers and complete the worksheet.
 - c. Some assignments will be collected and graded on the day they are due. However, normally homework will be collected at the end of each unit and grades entered. Full credit is earned if worksheet is complete and had the correct daily stamp, half credit if earned if it is complete but has no stamp, and no credit is earned if the work is missing or incomplete with no stamp.
6. Homework quizzes will be given frequently to gauge student understanding. These may or may not be announced.

Grades

Grades are based on weighted categories as follows:

Assessments (Tests, quizzes)	65%
Performance (Homework, classwork, labs)	35%

In accordance with district policy, the final exam represents 20% of the full semester grade. Final semester grades that are “_9.5%” and higher will be rounded up to the next letter grade. There are no exceptions.

Extra Credit

Any extra credit will be academic and relevant to the course and will not exceed 1% of a student's semester grade. A minimal amount of extra credit may be offered to the entire class on rare occasions however it is not designed to rescue a student's grade at the end of the semester. Students are expected to make their best effort throughout the grading period.

Labs

Labs are an important part of this course. Lab safety is a very serious matter and students will be closely monitored for compliance with lab procedures. Students and parents are expected to sign a separate safety information contract. The following violations will result in student removal from the lab and a zero on the lab activity:

- Failure to wear eye goggles while working in the lab
- Failure to follow directions
- Engaging in horseplay or unapproved activities
- Lack of preparedness for the lab activity
- Acting in an unsafe manner that puts student and others at risk
- Falsifying data

Attendance and Makeup Work

Attendance

Because attendance is the single most important characteristic to determine success in school, the Perry High School attendance policy will be strictly enforced. To maximize the learning experience of their children, parents are expected to support good attendance behaviors. It is the student's responsibility to find out what was missed when he or she was absent and to make up the work. Please note that while attendance will normally be taken at the beginning of the class period, it may be taken at any time.

Tardies - 0 hour

In registering for this 0 hour class, you have made a commitment to be in class and in your seat when the final bell rings. I expect you to meet this commitment and will strictly follow the school attendance policy.

If you are tardy, you need to go to the attendance office for a late pass. A disciplinary referral is written after four unexcused tardies and each subsequent tardy.

Note that tardies of more than 15 minutes are treated as absences.

Tardies – 2nd hour

Students arriving to class late must have a pass. Students who are late on a block day need to report to the attendance office for a pass before coming to class.

Note that tardies of more than 15 minutes are treated as absences.

Make-up Work

Excused Absences

Students with excused absences will be allowed to make up missed assignments, labs and tests. Students will be given one day for each day of an excused absence to make up homework assignments. Labs and tests must be made up within one week. It is the student's responsibility to schedule make-up labs and tests.

Unexcused Absences

Students with unexcused absences must be aware that homework, quizzes, labs, and tests missed on days of an unexcused absence will be scored as a zero.

School Activities

Students absent for school activities are expected to make up the work missed. They are advised, as a courtesy to the teacher, to discuss upcoming absences and get work that they will miss.

PHS Attendance Policy

Per page 5 of the Perry High School Student Handbook, absences can be defined as excused or unexcused.

1. Excused Absences

A parent or legal guardian must call the attendance office within 24 hours of the absence to officially excuse students from school or particular periods of classes during the day. When a parent brings or picks up a student, he/she must be signed in/out at the attendance office. If a student needs to leave campus during school hours, he/she must go to attendance before school to get a pass, pending parent verification. No student will be permitted to leave campus without a pass from attendance. Students are responsible for making arrangements with their teachers to complete make-up work for excused absences. The make-up work must be completed with the same amount of time after returning as the class periods absent from class (for example, allow two class periods to complete make-up work for two class periods of absences). Excused absences include, but are not limited to: individual illness or health conditions, serious illness in the immediate family (documentation required), religious holidays, death in the immediate family, school sanctioned activities, and medical and dental appointments (documentation required).

2. Unexcused Absences

Unexcused absences are considered trancies. If a student misses only one period, the unexcused absence will be considered as ditching class, and the student will be referred to administration. While parents may be aware of these circumstances, the absence will remain unexcused for attendance purposes. Work cannot be made-up for credit for unexcused absences. A parent/guardian phone call will not be justification as an excused absence.

<https://www.cusd80.com/cms/lib/AZ01001175/Centricity/Domain/3434/PHS%20e-book%2018-19%20A.pdf>

Infinite Campus

It is my goal to keep grades on Infinite Campus as current as possible. I turn around homework and tests very quickly so what you see on IC is current.

For students:

As young adults, I expect you to take ownership and be proactive about checking your grade on IC at least weekly. By doing so, you can find out if you have a missing homework assignment or assessment so we can deal with this in a timely manner. You will also find copies of most worksheets, links to videos, and references attached to assignments in IC. You can also double check that grades are entered accurately.

For parents:

Please check your child's grade regularly throughout each semester. If you notice a decline in performance, please contact me ASAP so we can intervene before it's too late!

Accessing Infinite Campus:

Information on accessing IC is available at this link: <https://www.cusd80.com/Domain/5058>. Please resolve password issues promptly via your grade level administrator. IC can be accessed from computers on campus as well as from smart phones.

Behavior Expectations and Electronic Devices

Behavior

- Students will respect the teacher, each other, and PHS property.
- Students will come to class on time and be in their assigned seats when the bell rings, prepared to learn.
- Students will abide by all PHS guidelines for students.
- Students will comply with all safety rules, including no food or drink in classroom, except water.

Consequences for Students Not Meeting Expectations

- Students will be warned and asked to change behavior. Continued offenses will result in parent contact and/or referral to administration.
- Students will be immediately removed from lab for unsafe behavior and referred to administration with possible loss of credit for lab activity.

Electronic Devices

- Electronic devices are distracting to the student using them and to those around him/her. To avoid this interference with class activities, students are encouraged keep electronic devices out of sight and unused while in class.
- Cell phones and other devices may be confiscated if a student persists in using his or her phone during class.
- Cell phones will be collected during test administration and review and at other times when appropriate.
- Absolutely no still or video photography is allowed in class without specific permission.

Cheating and Plagiarism

It is expected that students work independently on quizzes, tests, lab reports, and other assignments as directed.

What is Cheating?

Copying the homework, lab reports, or other assignments from other students and exchanging information during tests and quizzes is considered cheating. Sharing answers constitutes cheating on the part of the student providing the information as well as the student receiving the information and both students will face disciplinary consequences.

In the science laboratory, falsification of data is also considered cheating.

What is Plagiarism?

Examples of plagiarism are copying work from the Internet without appropriate attribution or using someone's work without saying so. Work must be cited using AMA formatting.

Consequences

Incidents of plagiarism and cheating will be documented and reported to parents and the administration according to school policy:

- First Offense: A zero on the assignment, a referral to the administration, possible ISS/OCS
- Second Offense: The student will be dropped from the class with an “F”.

The PHS policy on Cheating and Plagiarism can be found on page 6 of the Student Handbook:

<https://www.cusd80.com/cms/lib/AZ01001175/Centricity/Domain/38/PHS%20Handbook%2019-20.pdf>

Math Prerequisite - Core Chemistry

It is expected that students have met the prerequisite of concurrent enrollment in or completion of Geometry as specified on page 62 of the Chandler USD Course Catalog.

<https://www.cusd80.com/cms/lib/AZ01001175/Centricity/Domain/75/2019%202020%20High%20School%20Course%20Catalog%20Board%20FINAL%20Draft.pdf>

You need the reasoning ability of this level of math to be able to perform the calculations required in Chemistry. Experience indicates that students without this background have a great deal of difficulty in solving Chemistry problems.

Calculator Recommendation

You will need a calculator for Chemistry. Some calculations have multiple steps and require the use of parentheses, exponents, and logarithms. A calculator with a 2-line display such as the

TI-30 XII (about \$13) will enable you to see what you have keyed in. This calculator also allows you to correct an entry rather than re-enter a string of factors. Similar calculators are also acceptable.

You are certainly welcome to use a graphing calculator - the one described above is the minimum functionality you will need.

Please be aware that you are not allowed to use your phone as a calculator in class.



Acknowledgement of Policies for Core Chemistry

Parent
initial

Student
initial

I have read the Academic Information regarding Homework, Grades, Extra Credit, and Labs

I have read the policy on attendance and makeup work. I understand that absences must be excused so that work missed can be made up.

I understand the school and class policy on tardies and that this will be strictly enforced.

I have read the information from the course website on Infinite Campus and understand the importance of checking my child's grades periodically throughout each quarter

I have read the Behavior Expectations and will encourage my child to follow class and school rules. Further, I understand that electronic devices are not allowed in the classroom and will encourage my child to follow the school and class policy.

I have read the course calculator policy and understand that my child is required to have a scientific calculator for this course (does not need to be graphing) and that he or she is not allowed to substitute a cell phone or other electronic device for a calculator.

I have read the class policy on cheating & plagiarism.

I understand that to be successful my child needs to have the required supplies every day and that these will not be provided by the school or teacher.

I have read and understand the math prerequisite for this course. If my child does not have this previous study, I realize that he/she may require tutoring and extra effort to comprehend course concepts.

I have read the information about the Remind app and have/have not registered.

STUDENT AND PARENT ACKNOWLEDGEMENT

I have read and understand the classroom policies and procedures statement for this course and understand the consequences if I, the student, choose not to comply with them. I also know that if I have a problem or need help to be successful in this class, I will see my teacher before or after school. As a parent, I acknowledge the above and also understand that my son or daughter needs my full support and guidance in school attendance, completion of assignments, and maintenance of good health through nutrition, rest, and emotional support.

Student Name (please print legibly)

Parent Name (please print legibly)

Student Signature/Date

Parent Signature/Date

Parents please provide your e-mail address and best contact number:

Email: _____ Phone: _____

Please return this page to Ms. Fortune by Friday, July 26!