**Mrs. Dilip’s Classroom Procedures and Policies:**

**WELCOME** to ‘ **2017-2018** ‘ School Year !!!

Chemistry is exciting! Each day in the class, and in the ‘lab’ you are given the opportunity to confront the unknown, and to understand it. Each experiment /activity that you do in the lab/classroom, holds many secrets.

**“Look hard and you may uncover them.**

**Work hard and you will understand them.”**

The word ***science*** comes from the Latin word ***‘scire’*** which mean ‘to know . The goal of all science is knowledge. Scientists are men and women who devote their lives to the pursuit of knowledge.

In this class, you are given the opportunity to do what scientists do. You can wonder how things work, ask **‘why’** and ‘**how**’, and then think of ways to answer your own questions. You are given the chance to understand what is unknown to you and many other people.

It is a great opportunity. Do not waste it by being lazy or careless. **’Work hard’.** Master the scientist’s skills of observation and experiment. These skills are tools for understanding the secrets of the unknown.

**Textbook:**

**PEARSON CHEMISTRY- Wilbraham, Staley, Matta, Waterman**

A copy of this textbook will be available for use in the classroom and can be borrowed as needed with permission from your teacher.

**MATERIALS NEEDED (for class)**

* Three ring Binders-1
* Pencils-2
* Pen-1
* Notebook
* Paper

**GRADING POLICY**

Summative – 60% (Tests)

Formative – 30% (Quizzes, Short term Projects, Labs)

Participation- 10% (Classwork, Homework, Class participation)

‘**Midterm’ and’ Final exam ‘grades count toward the overall grade.**

You will be given a wide variety of ‘assignments’, assessments, quizzes, tests, small scale and large scale ‘projects’ throughout the ‘academic year’ . All these would be counted towards your ‘Grade’.

**CLASSROOM POLICIES AND EXPECTATIONS**

As a member of the class, there are certain expectations and responsibilities for each person, which needs to be followed when you are in my class. Some of these include**:**

* Be ‘Respectful’ to your ‘teacher’ and fellow ‘ classmates’
* Be prepared to be in the class with appropriate materials.
* Taking notes as per teacher’s instruction
* Not disrupting the class
* Answering/asking questions , when prompted
* Working cooperatively in lab/ class activity groups
* Turning in all assignments on time.
* No eating /drinking (includes chewing gums) at ‘all times’.
* No electronic devices allowed (other than chrome books provided by the teacher)

Following these ‘policies’ are very much required for the classes to be ‘ effective ‘ and’ productive’.

**MAKE UP WORK/ABSENCES**

* Make up work is the student’s responsibility.
* You will have one day to make up your work for an ‘ excused absence’.
* No credits will be given for unexcused absence.
* Ask your classmates / teacher, if you need help with the make-up work.

**If you miss a ‘test’ due to an excused absence, inform your teacher and schedule to take it after school at the earliest.**

**DISCIPLINARY ACTIONS**

* Verbal warning
* Conference with the student.
* Phone in conference with the student’s parents.
* Written referral to ‘Principal’s office.
* In school suspension or other appropriate ‘disciplinary action ‘ follows.

**Certain actions, especially those of a dangerous, offensive, or disrespectful nature, will be dealt with immediately and will result in the student being removed to the office.**

**CLASSROOM PROCEDURES FOR THE DAY**

**As you enter the class**

* Make sure you have all necessary materials for the class
* Enter the classroom quietly.
* Pick up the handouts on the teacher’s desk
* Sit in your assigned seats
* Get ready for work.

**Once the bell rings**

Immediately start your ’Do Now’ task

Once you are done, wait patiently and quietly.

**During Instruction**

* Listen to the classroom instruction , with full attention
* No moving around the classroom
* No talking / whispering with your classmates
* Raise your hand, if you have any questions.
* Wait for your turn to be called on.
* Make sure you understand the concept, once the instruction is done.

**When you are at work in class**

* Make sure you read or listen to the directions about your work and understand it.
* If it’s a table group activity read the instructions given on the hand out/ wait for the teacher to deliver the instructions
* If you didn’t understand, quietly ask for help from other students in your table.
* Be polite to help, if you are asked.
* Discussions should be within the audible limit of your table group.
* Respect each other and be friendly
* Make use of the given time wisely

**Once done with your work**

* Review your work to make sure you followed the directions correctly and haven’t missed anything
* If it’s a group activity, make sure everyone in your group finishes the task on time.
* If the assignment / activity needs to be turned in, do so quietly.
* If otherwise wait for the teacher to come and check your work.

**Dismissal**

* Clean your work area and take all garbage to the trash can.
* Wait patiently in your seat for dismissal
* The teacher dismiss you from the class, not the bell.

**CLASSROOM CLEANLINESS**

* Pick up any garbage around you.
* Recycle papers, plastic bags, aluminum cans, and plastic bottles.
* Respect the facilities that you have been offered in the classroom

**OTHER CLASSROOM RULES AND PROCEDURES**

* Signed pass form the ‘teacher ‘ is required to exit the classroom
* No passes will be issued to the ‘Guidance Counsellor’ unless otherwise required by the GC
* ‘Tardy passes’ are excused for being late in the classroom , but the student is not excused for any missed work
* Missed work needs to be completed at home in a timely manner
* All passes to the ‘Health office’ must be returned back to the teacher with the nurse’s initials on.

**When the teacher is out for the day/ period**

* We treat guests ( Substitutes) in our classroom respectfully and courteously following the class procedures.
* Proper consequences will be faced by the students based on the

Sub’s report, once the teacher is back.

**HOW TO BE SUCCESSFUL IN CHEMISTRY CLASS**

* Regular attendance
* Be consistent in your work
* Have a good working relationship with others in the class.
* Be open with the teacher about difficulties you are having learning the material or things in the classroom which are impeding your learning.
* Seek help when needed!
* Be prepared for your exams
* Work hard
* Be honest with yourself.

**Administration and parents will be contacted in cases of academic misconduct.**

Looking forward to have a ’Wonderful Year‘ with you all !!!!