

# Procedures for Chemistry

Teacher: Mr. Steffin

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Term: Year Long

**Intro:** The following is a set of procedures and guidelines that should aid you through the academic year. Refer to this often, as it will help you.

**Objectives:** This class has been broken down into learning targets found on my website.

**Materials:** Lab book      Pen      Calculator      Highlighter      Ruler/Straight Edge  
Online/Hard Copy Text available on request      Chromebook

<b>Distribution:</b>	A/4.0 (100%-93%)	A-/3.7 (92.5%-90%)
B+/3.3 (89.5%-87%)	B/3.0 (86.5%-83%)	B-/2.7 (82.5%-80%)
C+/2.3 (79.5%-77%)	C/2.0 (76.5%-73%)	C-/1.7 (72.5%-70%)
D/1.0 (69%-60%)	F/0.0 (60%-0%): No class Credit	

Your grade will be based on the following categories:

## **Assessment (80%)**

**Exams:** You are expected to show effort and develop your skills as the year progresses. Exams may be in the form of a pop-quiz, quiz or test based.

**Labs:** You will have to demonstrate safety and proficiency with work. As Labs are difficult to set up, or run by one person, no makeup!

**Activities/Projects:** You will need to complete both in class and out of class assignments. These may or may not be formally assessed.

**Final Exam:** Both a comprehensive semester and yearlong exam covering scope and sequence of all units. Given at the end of each final grade cycle.

**Discussion/Movies (10%):** You will need to attend class prepared to discuss during lectures, articles, labs and add to the general intelligence level of the class. No makeup.

**Collaboration/Citizenship (10%):** Your ability to show proper time management and professional scientific responsibility. Be able to take notes and add to the general intelligence level of the class. No makeup.

**Homework (0%):** You will need to use all information given to you to work on assignments while maintaining proper academic and scientific behavior in and out of class. Homework will help you be proficient on assessments.

**Flipped Class:** It is expected that you will use my website to access assignments, activities, labs and PowerPoint's. You are to come to class prepared with the websites knowledge so that we can devote most of our time to discussion and application. A calendar for this class has been posted so if you are absent you can find out what you missed.

**Ethics:** With regard to cheating and plagiarism: Group work is the **sharing** of ideas to create a whole product while plagiarism is the **taking/copying/supplying** of ones ideas without giving due credit. If you have any concerns with what you are doing it is assumed that you will ask me. Ignorance of the definition is not an excuse! I will be following the schools policy regarding discipline in event of cheating. The following will also apply:

1<sup>st</sup> Occurrence: Loss of credit on assignment (No makeup). Call Home.

2<sup>nd</sup> Occurrence: Above plus 10% loss of final grade and Parent Conference.

3<sup>rd</sup> Occurrence: Loss of credit in class and Administrative Conference.

**Late work:** I give plenty of time to complete all in and out of class work. Due dates and times will be posted in Google Classroom (default is midnight). As work is posted at the start of every unit, it is your responsibility to assure work is uploaded/submitted early enough to account for any internet issues. Late work will receive a deduction unless agreements are made beforehand. Late work will not be accepted after the following chapter/unit test.

**Grading:** Assignments turned in on time will result in timely grading. It is not my responsibility to drop what I am doing to grade late work before grading periods or for any eligibility needs.

**Makeup:** One exam per semester may be reassessed under the following criteria:  
a) All chapter work must be completed prior to a morning review session.  
c) Corrected exam is only eligible for a maximum value of 80%.

**Attendance:** Regular participation is required to be successful. If you are absent the day a major project/assignment/test is due follow this guide:

Prearranged or School Related: Due the day you are leaving.

Suspension/Illness/Unforeseen: Due the day you return.

Group projects are to be turned in as a whole. If one member is not present it is still expected that the group will turn in all aspects of the assignment.

If you participate in a school sport let me know. If you are involved in an activity (school or other) that requires you to miss class you should email me.

**Electronics:** Electronics are becoming the biggest hinderance to personal learning. Put your earbuds away and phone to silent before coming into class. If you have an electronic device at school make sure you are mature enough to handle it, failure to do so may result in loss of citizenship points.

**Communicate:** I maintain an open door policy to help you succeed. If you need special assistance or want further clarification you can talk to me after class, email me, or write me a note. Please communicate honestly and completely with your parents and with me.

**ADA/IEP/504:** If you have any accommodations that I should know, it is your responsibility to inform me of them as soon as possible so we can work together to help you. Even if you are not under the scope of a 504/IEP I would like to accommodate you if there is a way to help you succeed while enhancing the educational process.

**General:** Use Your Best Judgment and Do What You Know is Right.  
If you need help bring your notes with you, No Notes, No Help.

**Master Clause:** Anything not mentioned in this document falls under the schools/districts policy and may be amended/added later if it will enhance the classes learning process.