

# Science – Policies and Procedures

## MRS. GONALEZ – Room 112

(May be added to or amended as need arises)

In Science classes, it is essential to your success and safety that you are able to **carefully follow instructions** and **give your best effort** at all times. These expectations are not a secret and the purpose of this document is to make those expectations clear.

### CLASS EXPECTATIONS

- Follow all school rules (see Planner)
- Be on time – be seated before the tardy bell.
- Be prepared to learn – notebook, pens and pencils, planner, homework, book.
- Respect for the class – the people and property, including yourself.
- Contribute positively to class – give your best effort, listen when others are talking, stay on task.

### ENTERING CLASS

- Enter the classroom quietly and with an attitude ready to work.
  - Students will immediately ready their supplies, copy any homework or announcements into their planner, and quietly begin work.
- A student is considered tardy if not seated in assigned seat when the tardy bell rings, unless you have a pass from the office or staff.

### DURING CLASS

- During a lecture, or while another student is speaking, students will remain respectfully attentive and quiet.
- If a discussion as a class is occurring, students will listen to what others are contributing before attempting to comment or question (thinking only of how *you* will respond will shut down the listening process).
- To gain the right to speak, students will **raise their hand and wait** to be called upon.
- If a teacher is writing on the board or a PowerPoint is displayed, the student should be taking Cornell notes.

### LEAVING CLASS

- Restroom breaks require permission.
- When leaving for the day, straighten chairs, pick up trash and materials around you, and leave the class as, or better, than you found it.
- Wait to be dismissed before leaving your seat or leaving the classroom.

### LAB SAFETY

- Lab Safety will be discussed in detail; students must follow all lab safety procedures.
- All students must take and pass a lab safety test prior to participating in a lab.

### MATERIALS

- 3-Ring Binder (section for Science) or pocket folder for handouts and returned work
- Composition Notebook – 100 pages, college ruled preferred
- Pens and pencils - must be blue or black pen for assignments
- Colored pencils, highlighter, glue stick, scissors
- Optional, but good to have: pencil sharpener, markers, extra highlighters

## HOMEWORK

Homework will be assigned only occasionally, and will be for the purpose of extra practice, an extension of learning, or gathering information or materials for class. Many times, classwork that is not finished may be completed at home and returned at the next class meeting. Homework will generally be checked or collected at the beginning of each period.

Help can be found during regularly scheduled tutoring times, or by speaking with or contacting the teacher at any time.

**All classwork notes and homework will be posted in Google Classroom.**

Late work may be accepted for reduced credit (10% per day), up to one week late (half credit) or by the end of the quarter.

## GRADING POLICY

- Grades will be calculated using a variety of grading rubrics.
- To receive credit, assignments must be:
  1. On time – turned in when required by the teacher
  2. Neat – written neatly and legibly
  3. Complete – all parts of assignment completed

More specific rubrics may be given for certain assignments.

Grades will be calculated using the following scale and general points breakdown:

<u>Grading Scale</u>		<u>Point Values</u>	
A	100-90	Homework Assignments	5-10 Points
B	89-80	Classwork/Labs	10-30 Points
C	79-70	Quizzes	10-15 Points
D	69-60	Tests	25-50 Points
F	below 60	Projects	25-50 Points
		Notebook Check	15 Points

## MAKE UP POLICY

- Unless prearranged, all work is due by the assigned date.
- It is your responsibility to get content or notes from fellow students or lab partners (choose wisely from whom) or by looking on Google Classroom.
- Work missed due to an absence is entered in the gradebook as a zero until it is made up. Missing work is due within one week from the day a student returns.
- Any test or quiz you miss will be your responsibility to *arrange with the teacher in advance* to take either during advisory, breaks or lunches, as they are offered.
- Long-term project due dates do not change *even for an absence*; no excuses **ever**.

## COMMUNICATION

- E-mail: [b.gonzalez@westside.k12.ca.us](mailto:b.gonzalez@westside.k12.ca.us)
- Phone: (661) 722-9993 ext. 77209
- Grades are posted in Power School and updated regularly
- Classroom announcements and assignments will be in Google Classroom

**BE SURE TO CHECK THE PLANNER AND GOOGLE CLASSROOM DAILY FOR CLASSWORK AND HOMEWORK!**

Student Sign\_\_\_\_\_ Parent/Guardian Sign\_\_\_\_\_