**2015-2016 328 Honors Chemistry Class Policy (Mr. McLeod)**

**1.** ***Rules of Conduct and Behavior*** :

1. Be respectful of the teacher and classmates.
2. Be “on-time” or have a “good reason”
3. YOU are ultimately RESPONSIBLE for YOUR actions,

so think before you act and ACT RESPONSIBLY

1. **Communication**

As with all your classes, we will use Schoology as the main communication device.

Learners, please do NOT email me when you are not present in class. Either look at Schoology or ask a classmate what you have missed.

Parents, email is the best method of contacting me unless I set up a method thru Schoology.

1. **GRADES** – As per the contract, I will update the Portal (NOT in Schoology), every two weeks.
2. The overall term grade will be determined by categories as follows:
3. Tests – 60%
4. Homework/quizzes – 15%
5. Projects/labs – 25%

b. There are NO extra credit options and NO make-up (retakes) of tests.

1. **Tests/Quizzes**

Announced and unannounced quizzes will be periodically given. If you are absent, the quiz must be made up before the next class (i.e. come and see me ASAP to make up quiz). Grades for quizzes will be added to homework grades not test scores for calculating overall term grades (as the above breakout states).

Test will be announced well in advance via Schoology. Absent learners must make-up the test ASAP. *Tests will not be given back until all learners have completed the test.*

1. **Homework** – In the above grading information, Homework means that I will periodically check to see if the learners completed the stated homework. When and how often will be at the discretion of the teacher. Learners must have the homework when checked or it will be a zero. Unless stated in class, I will NOT check homework for correctness. If learner is not present when homework check is done, they will be excused from that homework grade (so grade will not be factored into overall grade).

*SIMPLY A NUMBER ANSWER OR WRITTEN ANSWER (WITHOUT JUSTIFICATION) IS NOT AN ANSWER WHEN CHECKING HOMEWORK. HOW TO SHOW WORK WILL BE EXPLAINED IN CLASS. BLANKS IN HOMEWORK ARE CONSIDERED WORK NOT DONE AND RECEIVE A ZERO. UNLESS STATED IN CLASS, ALL HOMEWORK WILL BE DONE ON PAPER NOT ELECTRONICALLY. ELECTRONIC SUBMISSION WILL NOT ALLOWED.*

Homework will be found on Schoology.

1. **Notebook** – Each learner will need to use a 3 ring binder that contains all their chemistry information (excluding book) and ONLY their chemistry information. It will be brought to class everyday including test days.
2. **Lab Notebook** – Each learner will need either a single subject 3-hole spiral bound notebook or a Composition notebook. All lab information will be taped or written into this notebook. A major portion of your lab grade will be generated from this lab notebook. Unless stated in class, NO ELECTRONIC SUBMISSION will be accepted.

1. **Extra Help**

Every learner will at times need extra help. You are encouraged to use your classmate as resources. If you are still having problems, I am available for extra help before or after school. However, there will be days when I must leave at 3:00PM (i.e. 2 Wednesday of each month are faculty/department meeting that meet from 3-4pm). So, touch base with me in person (not by email) if you need extra help. Also, please fill in the “After School Help Sign-in Sheet” each time you come in for extra help. Recognizing the need for help and taking appropriate steps to get help are important aspects of the course (and are responsible actions).