

Classroom Procedures for Honors Chemistry

Mr. Kettler - tkettler@3villagecsd.org

The Course - The honors chemistry course is the equivalent of a first year college chemistry course. The material covered is very challenging and a sustained and substantial effort will be needed to be successful.

All students should know what is expected of them. The following are some of the requirements for all students in my classes:

- Show up to class on time and be ready to work.
- Be prepared for class. **A pen/pencil, non-programmable calculator and Chemistry Reference Tables are required everyday.**
- Pay attention, ask questions and attend extra help when needed.
- Complete assignments on time.
- Study!

Attendance and Punctuality - It is essential that you attend class and arrive on time. Assignments due the day of an absence will be due the day that you return. When it is necessary that you miss a class, you are responsible for the notes and work missed. If you choose to cut a class, you will receive a zero for any work handed in or completed that day (including tests, quizzes and labs). No make ups will be possible.

Notebook - You are expected to bring a full-sized notebook to class everyday (I suggest a 3 ring binder – you will receive a large quantity of handouts). You should bring your notebook home every night to study. This sheet should be the first page in your notebook.

Extra Help - If you have questions, or need help, feel free to ask during class. If you feel you need help outside of class, I will be available everyday during tenth period and throughout the day by appointment (a schedule of available periods will be posted). It is my job to help you succeed in the classroom and I will support you in any way I can. Please get any help you need as soon as possible. Do NOT wait and get further behind.

Tests and Quizzes - Throughout each marking period, tests and quizzes will be administered periodically. If you know that you are going to be absent for a test or quiz, make arrangements in advance to take it another time. An absence the day before a test does not exempt you from taking it as scheduled.

A student that is legally absent on only the day of a test (without extenuating circumstances) must make up the test within two (2) school days (for example, if a student is absent for a test on Tuesday, but returns to school on Wednesday, the test must be made up on either Wednesday or Thursday). Students are to be aware of this policy and plan for it accordingly. Extended absences or extenuating circumstances will be handled on a case by case basis.

Please note, there will be a **cumulative exam** at the end of each marking period.

Homework - Homework assignments help you review what was covered in class, give you extra information and help you prepare for future work. On-line Castle Learning assignments will be given regularly.

Chemistry Lab - A minimum of 30 “lab hours” and lab reports must be satisfactorily completed by June. *If you do not meet the minimum requirements, you will not be permitted to take the State Regents Exam.*

You are required to complete a lab report at the conclusion of each lab. Lab reports will be due generally 2 days after a lab is completed (at the beginning of the period), unless otherwise specified. The late fee for labs is 1 letter grade/day. Labs are to be kept in a lab folder in the classroom. You must have 30 hours worth of lab reports in your folder by June. *The last day to submit a lab report is the last day of the marking period in which it was completed. There are no make-up labs at the end of the year.*

If you are legally absent the day of a lab, you will be excused from the lab report. Since no grade will be given, it will not affect your grade. However, it is one less lab that can be counted towards your 30-hour requirement. Some laboratory concepts will be assessed on tests, quizzes and the Regents exam.

Safety goggles must be worn at all times during laboratory. There will no exceptions. Students who violate lab safety rules will be asked to leave immediately, be subject to disciplinary action and will receive no credit for that lab.

Grades – Grades for each marking period will be calculated as follows: Tests will count as 70% of each quarter and the remaining 30% will be comprised of labs, quizzes, homework and class work. Extra credit is not available.

The final grade in this course is based on a combination of grades for each of the four marking periods (22% each) and the Regents test score (12% of the final grade).

Parent Communication – Assignments and grades are posted regularly to the Infinite Campus portal. I also send out a weekly update via e-mail.

Academic Dishonesty – Each student is responsible for his/her own work. Cheating will result in a grade of zero, with no make-up possible. Students will work in groups during laboratory activities; however, lab reports must be written independently.

Under no circumstances should any assignment, late or otherwise, be placed in my mailbox. Assignments should be handed directly to me or to one of the other Chemistry teachers.

The use of cell phones, MP3 players and related devices is NOT permitted at any time during class. They are to be switched off and kept out of sight during class. Cell phones may NOT be used as calculators. Failure to comply will result in detention and/or confiscation.

Google Classroom – You are encouraged to join my classroom page. I will upload material as we work through each unit including blank work sheets, work sheets with the answers worked out and a copy of the notes for each unit. The code to join this year’s classroom is **uv5a0v1** (the 0 is a zero)

Dear Parents/Guardians:

Your child has received a copy of the course requirements and grading policy for Mr. Kettler's Chemistry class. Students are required to obtain a signature from a parent or guardian. Please read the requirements and sign below to indicate that you have reviewed this document. If you have any questions or concerns, please leave a message at the main office or e-mail me at tkettler@3villagecsd.org.

I have read and understood the requirements for Honors Chemistry.

Student Name (Print) _____ Student Signature _____

I have reviewed the requirements for Honors Chemistry with my child and understand his/her responsibilities.

Signature of Parent/Guardian _____ Date _____

E-MAIL DISTRIBUTION LIST:

During the school year, I e-mail parents/guardians about upcoming assignments, tests, quizzes etc. in chemistry. If you would like to be included on my distribution list, please e-mail me at tkettler@3villagecsd.org **by Friday 9/08/17**. It is important that you e-mail me from the address you would like me to use. Feel free to e-mail me from multiple addresses if it's more convenient for you.

Please include the following information in each e-mail:

- Your first and last name
 - Your child's first and last name
 - Period(s) your son/daughter has Chemistry
-

TO OPT OUT:

If you do NOT wish to be included, please complete, sign and return with your son/daughter by Friday 9/08/17.

Your first and last name (please print legibly) _____

Your child's first and last name (please print legibly) _____

Your signature and date _____

Note: Tests, quizzes and other assignments are posted in advance on the Infinite Campus portal so you can see what is planned each week. I also post grades to the portal regularly, so you may keep track of your son/daughter's progress.