

# Classroom Policies & Procedures

Ms. Hocking, King Philip High School  
September 2016

Welcome to Ms. Hocking's honors physical science class!

## Course Description

The objective of the physical science program is to expose each student to the basic concepts of physics and chemistry; that is, matter and energy and the relationship of the two in our world in preparation for future scientific endeavors. Concepts will be explored through the use of lecture and discussions, readings, and inquiry based laboratory work in which the student will be challenged to render conclusions based on experimental data.

## Bring to Class Every Day

- Pen and pencil.
- A three ring binder for your notes, homework, and returned work.
- Your textbook: Conceptual Physical Science, Hewitt, Suchocki, and Hewitt.
- Completed homework assignments.
- A calculator. You will not be able to use your phone as a calculator or share calculators.

## What You Should Do

- Be quiet and non-disruptive during lectures and discussions, so you don't prevent your classmates from being able to do well in the class.
- Keep your notes and papers organized in your binder so you'll have them when you need them.
- Pick up handouts, if any, on your way to your seat. These will usually be on the table near the door.
- Sit in your assigned seat until I have taken attendance. (Note that sometimes I take attendance by checking homework.)
- Do your homework. Homework is graded for completion and effort. Late assignments can be accepted for excused absence or extraordinary circumstances, but otherwise will generally not happen. I reserve the right to not give credit to any piece of late work, except in cases where school policy says I have to. Even if you are too late to get credit for an assignment, you should still do it, as the practice will help you perform better on tests and quizzes.
- Make sure phones and other electronic devices are turned off or in silent mode and out of the way.
- Keep your book covered. Book sleeves are not a substitute for covers
- Get up out of your seat without asking any time you need to, as long as you are non-disruptive about it. (*E.g.*, to sharpen a pencil, get a tissue.) Do the thing that you got up to do quickly and quietly and then return to your seat.
- If you were absent, find out what you missed by checking the while you were out folder or by checking with me.
- Participate! Ask questions! Volunteer for demos! Take part in discussions! Respond to questions! You will learn much better if you do these things.
- If you are confused, wave a "white flag of surrender" (piece of paper) to show that you're lost. This tells me exactly where I need to come back to when I go back to clarify.
- Use the ASL "toilet" sign for bathroom requests, so you don't interrupt the discussion. Sign in and out in the binder by the door, and take the pass hanging nearby. Only one person can be out for the bathroom at once.



- You must wear approved (by me) eye protection whenever instructed. Experiments that require eye protection may include working with liquids, powdered solids, heat, pressure, or glassware.
- You are responsible for following my instructions in class. If I (or any other teacher) ever ask you to do something that would be inappropriate or unsafe to comply, go directly to guidance.

## What You Should Avoid Doing

- Avoid doing anything that might disrupt the class or distract others from learning.
- Avoid doing anything forbidden by the student handbook.
- Avoid doing anything I have just asked you or someone else not to do or to stop doing.
- Do not use your phone while class is in session. It's impolite during lecture/discussion, unsafe during a lab experiment, and will be treated as cheating during a quiz or test.
- Do not lie, cheat, steal, or antagonize your classmates (or me). If I catch you cheating (including using your phone during a test or quiz) or plagiarizing you'll be given a zero on the assignment. Additionally, you will look untrustworthy to your chemistry teacher, which will be annoying for us both. Plagiarizing includes cheating on tests or quizzes, copying someone else's homework and or providing your homework to someone else to copy, copying lab reports (even if you are in the same lab group), cutting or pasting information from the internet or other sources, failing to properly cite sources, and in general claiming that another person's work is your own.
- Do not leave trash (including food wrappers and gum) anywhere in the room other than the wastebasket. This includes drawers, sinks, cabinets, cubbies, under desks, on the floor, *etc.* (It's always OK to get out of your seat to throw something away.)
- Do not argue with me about grades, *etc.* during class time. (If you want to argue or debate, you are welcome to do so after school; I won't take it personally.)

## Lab Reports

- Lab reports should be typed or neatly written in pen (blue or black ink) on white lined paper following the procedure outlined in class. Lab reports must be submitted by 2:15 p.m. on the due date. Each day late will result in a deduction of 10 points from your grade. A lab report will not be accepted after 4 days unless due to absence. Please make every effort to make up missed labs in a timely manner.
- Term I: Lab reports that do not adhere to the prescribed criteria will be returned in order to be rewritten. The report must be resubmitted within 2 school days.
- Term II-IV: Lab reports that do not adhere to the prescribed criteria will result in a loss of credit for each nonconforming section of the report.

## Tests and Quizzes

- If you are absent on the day of a quiz or test, but were present on the day before that quiz or test, you must make it up on the day of your return.
- If you are absent before and on the day of a quiz or test, you have one week from the date of your return to make up the missed work.
- It is recommended that work be made up as soon as possible to avoid falling behind.
- Quizzes will be given frequently, with or without notice. Be prepared at all times!
- Daily study and review of class notes and discussions are important to learning. Quizzes are graded out of 100. (The lowest quiz grade of the quarter will be dropped at the end of the quarter.)
- Tests will be given at the end of each unit of study.
- One major project will be completed during the second term. Directions for this project will be discussed in class. This project will be counted as one test grade.

## Grades

- Tests, Projects 50%
- Quizzes 25%
- HW and Lab Reports 25%

## Extra Help and Communication

I am available for extra help most days after school except for when I have faculty or department meetings (this is usually on Mondays). If you plan to come in after school, check with me during the day to make sure I can actually be there. My formal extra help hours are Tuesday afternoons, unless I say otherwise.

The way to communicate with me outside of school is via email to [hockinge@kingphilip.org](mailto:hockinge@kingphilip.org) .

This syllabus is subject to revisions. If I make any change that will make the some part of this syllabus untrue, I will send home my addition/correction/clarification well in advance of any change.

Please be sure to tell me anything you want me to know. You'll find me to be friendly, patient and understanding, but I can only help you if I know that you need something. Remember that throughout your life, *you* will always be your own best advocate. If you don't stand up for what you need, who will?

Finally, please be aware that your well-being is extremely important to me—far more important than the science.

## Signatures

(Please have this signed and insert into your binder the first week of school. Do not cut the bottom portion off.)

I have read and understood the classroom policies and procedures. I understand that if I have any questions about the course and/or want to seek help in the subject, I can contact Ms. Hocking at [hockinge@kingphilip.org](mailto:hockinge@kingphilip.org), during Tuesday afternoon office hours, or before or after class.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_