

2013-2014 CHEMISTRY 334

CLASSROOM MANAGEMENT PLAN

Teacher: Mrs. Pochynok

Room: 304

Website: <http://www.sps186.org/teachers/kpochynok>

Email: kpochynok@sps186.org

Main School Phone: (217) 525-3080

Course Description: Textbook: Prentice Hall Chemistry (2008)

Lanphier High School Chemistry 334 Course is a laboratory science class with topics in:

- | | |
|---------------------|------------------------|
| *Analyzing Data | *Stoichiometry |
| * Matter | *Gases |
| *The Atom | * Mixtures & Solutions |
| *The Periodic Table | *Energy |
| *Chemical Bonding | *Equilibrium |
| *Chemical Reactions | *Acids & Bases |

All content that is presented to the class conforms to the Next Generation Science Standards & the Common Core Standards for High School Chemistry. A pacing-chart has been developed that includes topics that correspond with these standards.

Regular homework is a requirement of the course. Each Monday students and parents can view the class agenda, objectives, and homework for the week under the student's cumulative folder.

Required Materials:

Students must bring these materials **everyday** to class:

1. Pen (black or blue ink)
2. Sharpened #2 Pencil
3. Highlighter
4. Scientific Calculator (when needed)
5. Notebook with ruled- lined paper or loose-leaf ruled-lined paper
6. Green Two-Pocket Folder
7. Completed Homework
8. Weekly Reading Article & Daily Reading Activity Sheet
9. Good attitude

Failure to bring any required materials will result in a school detention. Students may borrow from a classmate **before class begins**. If a student does not have required materials ready to go by the time class begins, a detention will be issued. After three detentions per semester, a referral will be issued.

Students should have regular access to the Internet to review material posted or website links on my website. Also, throughout the school year students will have projects where Internet access will be required. If access is not available at home students may make arrangements with the teacher to gain Internet access.

Grading Policy:

Students are expected to carefully complete assignments. Work without a name will not be graded. Students must identify the work by writing at the top of the page: *first and last name, date, and class period*.

Grades are based upon the standard scale: A= 100-90%, B = 89-80%, C = 79-70%, D = 69-60%, F = 59-0%. Grade percentages will be based on performance on tests, quizzes, homework, labs, class work, weekly reading & writing assignments, and projects.

All daily work, homework, and labs will be based on a ten-point scale. For example, if a student receives a 93% on an assignment, then a 9.3 out of 10 will be recorded in the grade book.

Missing/Late Work

On the due date of an assignment, if you do not have the assignment you must fill out a yellow "missing assignment log." You will turn-in the log sheet in place of the assignment. When the assignment is finally turned in, the actual date that it was received will be recorded as well as the number of points deducted. Ten percent of the grade is deducted for each day the assignment is late. The bottom portion of the yellow sheet will be stapled to the assignment and the teacher will keep the top portion on file. If a student fails to fill out a missing assignment log, the assignment will automatically be recorded as a zero in the grade book and the student will not have the opportunity to turn the assignment in for partial credit.

Attendance & Tardies:

Come to school every day and be on time. If an absence is anticipated call the office to request that your assignments are brought to the academic center for pick-up. Parents must call the attendance office within 48 hours in order for your absence to be considered excused. Students will receive zeros for all assignments and tests missed due to an unexcused absence.

Tardies interrupt the classroom presentation for all students and gravely jeopardize the learning of the tardy student. When students are tardy they miss out on valuable instruction that is not possible to repeat because class instruction continues. If you are not inside the room, walking to your seat, by the time the bell rings, you are tardy! Once the bell rings, a timer will be set for one minute; when the timer signals that the minute has passed, you must be completely quiet and working on your daily reading or writing assignment. Failure to be prepared and doing what is expected at this time will also result in a tardy detention. You will receive a school detention for your first four tardies, each tardy after your fourth tardy will result in a referral. Come to class & begin working on time!

Make-Up Work Due to Absences:

Students have one day to make up work for each excused day missed (example: if a student misses three excused days, then the student has three days to completed the make-up work). If a student has an excused absence the day a major project or paper is due, the assignment is due upon return to school. Students have one week to make up missed tests and quizzes due to excused absences; students have to arrange a time outside of class to make-up tests and quizzes. Students are responsible to get any missed assignments when they return. There will be a "while you were out" folder that you must check when you return from being absent. Your missing work will be labeled with your name in the folder; if you do not see any work in the folder with your name, always double check with the teacher after class. If help is needed, this can be arranged but rarely during class because class time is already scheduled with teacher-led learning activities. If work is turned in late, the assignment will be deducted ten percent of the grade for each day past the due date. Any work missed due to an unexcused absence will result in an automatic zero.

Classroom Rules, Routines and Policies:

Following these rules, routines, and policies will create a professional educational environment that enhances the achievement of academic success. Enforcement of these rules takes away from already limited instruction time. Violations will result in a warning, parent contact and detention, and if repeated, referral. Some behaviors and actions may result in an automatic referral upon the teacher's discretion.

1. Students shall have **respect** for their peers, their teacher and their surroundings, including textbooks, and other students' and teacher's materials. Students are responsible for any damage to the textbooks and classroom materials.
2. School-wide rules and expectations will be enforced. Respect of rules demonstrates commitment to personal growth and integrity.
3. Classroom entry shall be quiet and quick. Students will bring required classroom materials to their assigned seat, along with any homework and work in progress. Students should immediately begin working on the daily reading activity and read the daily objectives and agenda.
4. **Any** electronic devices in use or available for use shall be confiscated; this will result in a referral. Student refusal to cooperate will be considered defiance and more serious consequences will result than would otherwise. Students must have their full attention directed to classroom activities to enhance learning opportunities.
5. Students are expected to participate and do their part in group labs and activities. In order for labs to be successful a high level of maturity and courtesy is required. Expensive equipment is used during many labs.

General science lab safety rules will be strictly enforced. Students will be assigned to specific laboratory groups.

6. Food and drinks are not allowed in class with the exception of bottled water. If food or drink is brought into the classroom it will have to be thrown away and a school detention will be issued.
7. Students must take care of restroom and locker needs in between periods. It is a school-wide rule that students cannot be allowed out of class on a pass for any reason. If an administrator or teacher needs to see a student he/she will send a pass for a student. If a bathroom "emergency" occurs, the student may be issued a detention for a restroom pass.
8. The dress code is checked after the morning announcements and any violations will be given the chance to be corrected at that time. After the initial check, students will not receive any other warnings; they will automatically receive a dress code referral.
9. Absolutely no sleeping is allowed at anytime in class. You will receive one warning and after that you will be issued a referral. Participation is required in class. Refusal to participate in class activities will result in a zero for the assignment as well as a referral.
10. Students are not allowed to be out of their seat until the teacher dismisses the class. Students who violate this rule and are out of their assigned seat before the class is dismissed will be issued a detention.

Parents/Guardian -

Please read over the classroom management plan for your student's Chemistry 334 course and sign below indicating that you have read and understand all policies, procedures and rules. If you have any questions concerning any of the policies above please feel free to contact me. You may also write any questions below with your contact information and I will contact you as soon as possible. Please remember many of the rules enforced in the classroom are school-wide rules. I look forward to working closely with you throughout this school year to ensure the success of your student in my class. Thank you!

Mrs. Pochynok

Student's Name: _____

Parent/Guardian Signature: _____

Signing this states that I understand all classroom rules & procedures and I agree to abide by these guidelines. If I choose not to abide by these guidelines, I understand the consequences.

Questions/Concerns/Comments: