

## **Mrs. MacQuarrie's Science Classroom Guidelines**

Welcome,

I'm looking forward to a great school year. I intend to make this year a safe and enjoyable experience for everyone. In order to do this I have developed a few classroom expectations and guidelines. You are expected to follow these rules at all times.

Sincerely,  
Mrs. MacQuarrie

### **Contact Information:**

Email: [kmacquarrie.ahs@wscuhd.k12.ca.us](mailto:kmacquarrie.ahs@wscuhd.k12.ca.us) Voicemail: 824 – 2300 ex 8753 Rooms: Classes 12 / Office 14

**Required Classroom Materials** – These should be brought with you to class daily

- 3 ring binder with lined paper and all of your work organized
- Calculator
- Pen or Pencil
- Covered Textbook (periodic book checks will occur they are worth 5 points each, so bring your book)

### **Behavior Expectations:**

1. **Respect** is the number one rule in the classroom. You are expected to show respect for classmates, teachers, and guests. Respect also includes school property. We are guests in this classroom and vandalism of desks, books or other items will have strict consequences.
2. Students are expected to come to class prepared, with a notebook, paper, their homework completed, and a writing utensil. Students should also be awake and ready to learn.
3. Class disturbances and inappropriate behavior will not be tolerated at any time. These include:
  - Talking when the teacher or a classmate is talking.
  - Inappropriate language. No swearing in class.
  - Being disrespectful to classmates, teachers, guests or classroom materials.
  - Physically harming or bothering another student even playfully. No roughhousing at any time
  - Any act deemed disruptive or unsafe by the teacher.

### **Consequences - For not following classroom guidelines include:**

Warnings, Changing Seat Assignment, Staying After Class, Detentions, and Principal Referral

### **Cell Phones & Ipods**

There will be **no cell phones or Ipods** in the classroom. This includes during classroom break time. If I see a cell phone or Ipod out after the bell rings I will confiscate it (even if it is not being used). For the first offence I will keep it for the remainder of the class period. For the second offence I will write a referral and turn your cell phone into the office. Cell phones & Ipods should not be used as calculators, please bring a calculator with you to class.

### **Absences:**

If you are absent it is **your responsibility to get and make up the missing work**. Please check my website to see what you missed. Absent work is due one class period after you return from your absence. If you are absent please If you miss a lab or exam due to an excused absence it is your responsibility to make up the lab or exam on the day you return or arrange another time within one week of the lab or exam you missed to make it up. Failure to do so may result in a zero on the lab or exam. All lab materials will be disposed of after one week.

When turning in absent work, you put your name, class period, current date and write on it ABSENT (DATE ABSENT).

### **Participation:**

You are expected to participate in all class activities and discussions. In some cases grades will be based on participation.

**Tardy policy:**

You are expected to be in your assigned seat at the beginning of each period. If you come in late please notify the teacher or you may be marked absent. After the **fourth tardy**, you will be given a 20 minute after school detention in my room. You will be required to come in on the assigned date no more than 5 minutes after the final bell rings. Failure to do so will result in a referral to the vice principal’s office. The vice principal will assign an after school work program. If being late continues to be a problem, you will be assigned another after school detention for every time you are tardy after the initial detention. If a student has been late more than 8 times in a quarter they will be given a referral to the vice principal for every tardy thereafter. At the beginning of each quarter you will start over with zero tardies.

**Tests:**

Tests will be given frequently to test student’s knowledge of the subject matter. If you miss a test you are expected to make it up with in **one week** of your return to class.

**Labs:**

Labs are a privilege and are to be taken seriously. All lab safety guidelines must be followed (see lab safety handout attached). Anyone who cannot take the lab seriously will be given zero on the lab. Anyone who misuses lab equipment (i.e. throwing, eating, breaking intentionally, getting chemicals on a partner or oneself, etc.) or intentionally does not follow lab safety guidelines will be referred to an administrator. If you are absent you have one week to make up the lab.

**Grading:**

Grades will be calculated from the total number of points that you earn. Your grade will be based on class work, homework, labs, activities and tests.

**Grading Scale:**

93-100% = A	80-82% = B-	67-69% = D+
90-92% = A-	77-79% = C+	64-66% = D
87-89% = B+	73-76% = C	60-63% = D-
83-86% = B	70-72% = C-	59-0% = F

Grade Calculation
$\frac{\text{Points received}}{\text{Points possible}} \times 100 = \%$

**Assignments**

Assignments are expected to be neat and organized. They must have your first and last name, class period and date written on top of the sheet. Assignments that are excessively sloppy (hard to read), or damaged including excessively wrinkled will be returned and you will be asked to redo the assignment before you receive credit.

**Late Work:**

All assignments are due at the beginning of the class. Any assignments turned in after the beginning of class will be considered late. Grades will be posted online so that you can monitor your late work. You will lose 10% for each class period your work is late.

When turning in late work, you put your name, class period, current date and write on it 1 PERIOD LATE, 2 PERIODS LATE, etc.

**Cheating:**

Cheating will not be tolerated. A students caught cheating will receive a zero on the assignment or test and parents will be called. Cheating includes copying homework. If you are caught cheating or copying homework both the person copying and the person whose work is being copied will receive a zero score.

**Seating Chart:**

Students are expected to sit in assigned seats and work with assigned group members. Failure to do so will result in a loss of points on the assignment.

**Restroom:**

The restroom should only be used when absolutely necessary. It should not be used as an excuse to take a break. Please do not ask to use the restroom more than once a week. You are expected to be gone no more than 5 minutes, before you leave ask the teacher’s permission to leave class. Only one student will be excused to the restroom at any time. When you leave the classroom, you must sign out and take the bathroom pass with you. When you return you must sign in.

## Lab Safety Contract

### **Purpose**

Science is a hands-on laboratory class. You will be doing many laboratory activities, which require the use of hazardous chemicals. Safety in the science classroom is a priority for students, teachers, and parents. To ensure a safe science classroom, this list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times.

### **Rules**

1. I will conduct myself in a responsible manner at all times in the lab. Horseplay, practical jokes, and pranks are dangerous and prohibited.
2. I will follow all written and verbal instructions carefully. If I do not understand a direction or part of a procedure, I will ask the teacher before proceeding.
3. When I am in a science classroom, I will not touch any equipment, chemicals, or other materials in the lab, until I am instructed to do so. I will set up and use the prescribed equipment as directed in the lab instructions or by my teacher.
4. I will perform only those experiments authorized by the teacher. I will carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
5. I will leave my work area as tidy and clean as I found it (this includes washing all glassware with soap and wiping down the lab top with a paper towel).
6. I am aware of the locations and operating procedures of all safety equipment including the eyewash station, safety shower, and fire extinguisher.
7. I will dispose of all chemical wastes properly. Sinks are to be used only for water and those solutions designated by the teacher. I will dispose of solid chemicals, matches, metals, filter paper, paper towels, and all other insoluble materials in the proper waste containers, not in the sink. I will not remove chemicals or other materials from the laboratory area.
8. I will handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
9. I will wear goggles during lab and cleanup, any time I am instructed to do so, especially when I use chemicals or heat. I will dress properly during a laboratory activity. Shoes must be worn at all times. Long hair must be tied back and dangling jewelry and loose baggy clothing must be secured.
10. I will report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it may appear.
11. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Have someone else notify the teacher immediately.
12. If a chemical should spill on your skin, immediately wash the chemical off your skin at the nearest sink, and then notify your instructor.
13. All chemicals in the laboratory are to be considered dangerous; do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
14. Take only as much chemical as you need. Never return unused chemicals to their original containers unless specifically instructed to do so by your teacher.
15. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
16. Never leave unattended, anything that is being heated or is visibly reacting.

Student Name \_\_\_\_\_ Period \_\_\_\_\_

Dear Parents and Students,

Thank you for reviewing the rules and expectations of this semester's science class with your student. I am excited to be working with your students and hope that we have a wonderful semester. If you need anything don't hesitate to contact me, email is best. I am also including a section in this sheet where you can provide me with contact information incase I need to reach you for any reason regarding your student. I am here to work with your students to have an enjoyable year.

Sincerely,

Kimberly MacQuarrie, Science Teacher  
Email: kmacquarrie.ahs@wscuhd.k12.ca.us  
Voicemail: 824 – 2300 ex 8753

***This is a 10-point Homework assignment and is due next class.***

**I have reviewed and understand the rules and expectation as well as the lab safety guidelines for this class. I understand that failure to abide by these guidelines will result in disciplinary action.**

**(Signatures of Student and Parent Required)**

**Student signature** \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_

**Contact Information Optional:**

Student Name (please print clearly) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Other information or comments \_\_\_\_\_

Parent/Guardian name (please print clearly) \_\_\_\_\_

*Please include any information you wish to include and circle to best way to contact you. Thanks*

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Other information or comments \_\_\_\_\_

Signature of Second Parent/Guardian (optional) \_\_\_\_\_

Parent/Guardian name (please print clearly) \_\_\_\_\_

*Please include any information you wish to include and circle to best way to contact you. Thanks*

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Other information or comments \_\_\_\_\_