

# CLASS PROCEDURES – Mrs. Bauck, Palm Harbor University High School

Welcome to our class!

**Instructor:** L. Bauck, NBCT (AYA Science - Chemistry)  
Center for Wellness and Medical Professions  
**Courses:** Advanced Placement Environmental Science (APES), Chemistry I  
**Room number:** 6-103  
**Classroom Phone:** (727) 669-1131 ext. 2255  
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Please complete after reading and discussing this document:

STUDENT NAME (print) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN NAME (print) \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

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## ABSENTEES

Absent students have as many days as they are absent to make up the work missed. Students “skipping” class will receive a referral and a reduced grade for work done that day.

<p><b>A.P. Environmental Science:</b> This is taught as a college course. Assignment and lab report due dates are announced well in advance. If a student is absent on the day an assignment or report is due, the assignment should be delivered or emailed to the teacher that day. Students are encouraged to work ahead when possible, and they may turn in work early.</p>
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## ACADEMIC INTEGRITY vs. ACADEMIC DISHONESTY

Students at Palm Harbor University High School are expected to maintain the highest standard of academic and personal integrity. Integrity includes honesty, trustworthiness and reliability. Every student has the right to pursue an education free from the problems caused by any form of intellectual dishonesty. This section is intended to clearly communicate the expectations of our academic community. Violations will be handled in accordance with the discipline policy of PHUHS and may result in disciplinary or academic probation.

Any kind of cheating undermines our learning environment and violates trust. Please be honorable. Grades of zero and referrals-- the consequences-- mean less to me than the untrustworthy behavior.

## TEST-TAKING POLICY

- Students will clear desks of all materials except those needed to take the assessment.
- All electronics must be powered down and out of testing view in book bag, purse, etc.
- All book bags, purses, and other school items will be closed and out of testing view (under seat, away from desk).
- Cover sheets with no marking or writing on the paper may be used to cover answers as the student works.
- Students will keep their eyes on their own papers.
- Students will not be allowed out of their seats during testing sessions unless granted permission by the teacher.
- Students may not mark on desks etc. or doodle on their answer sheets when testing.

Student behaviors which set up ideal conditions for cheating during a test, quiz, or other assessment are considered to be “**violations of test-taking policy.**” The following behaviors will be dealt with accordingly by the classroom teacher or administration:

- Having an electronic device out during the test (cell phone, MP3 player, camera, etc.
- Attempting to use an electronic device during a test
- Looking on another student’s paper
- Talking or any other communication during the test
- Any other violation of individual teachers’ test-taking policies

### **CHEATING / MALPRACTICE**

Cheating/malpractice is defined as behaviors that result in, or may result in, a student gaining an unfair advantage over another student, and includes the following:

- Plagiarism – the representation of the ideas or work of another person as the student’s own
  - Students who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher prior to submitting the work/assignment.
- Collusion – the supporting of malpractice by another student, as allowing one’s work to be copied or submitted for another
- Duplication of work – the presentation of the same work for different assignments
- Other - includes
  - taking unauthorized materials into an exam, test, quiz or other assessment situation
  - engaging in misconduct during an exam, test, quiz or any other assignment
  - falsifying any records
  - copying, paraphrasing, reusing or submitting another’s work without acknowledging the source, including information from the Internet
  - receiving or giving of any unauthorized assistance on any form of academic work
  - unauthorized writing on desk or scrap paper prior to or during the test
  - identical answers or passages on tests, reports, essays
  - identical homework papers when the assignment is not specifically a group product

### **WHY IS CHEATING WRONG?**

- Cheating does not level the playing field. Cheating may result in a student receiving the same or a better grade than students who have honestly earned the grade.
- Cheating misrepresents to parents, colleges and teachers a student’s mastery of the subject.
- The time taken to monitor students for cheating causes a reduction in the time a teacher has to use for academic instruction.
- Students who are mature enough to attend high school at PHUHS will be committed to work for and accept the grades they earn.

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### **B.E.N.: The Bauck Email Network**

Feel free to email me anytime about our class. Sign up to be a B.E.N. member and receive email updates. Encourage parents/guardians to join as well.

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### **BOOKS**

Students issued individual textbooks will cover them and bring them to class every day unless told otherwise. If any class sets of textbooks are used, treat the books gently to minimize wear.

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### **DETENTIONS**

Detentions are almost always issued after a first verbal warning. Detentions can easily be avoided through cooperation. Detentions will be served if behaviors such as these are observed: moving out of assigned seat or area, working with a lab group other than your assigned group, talking when the teacher/speaker is talking. Detentions are held before or after school.

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## **DISCIPLINE PLAN**

My classroom discipline plan is online at <http://www.kwanga.net/disc.html> .

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## **ELECTRONICS**

Personal electronics are not to be used or in view during class activities unless necessary for an approved class activity. Electronic devices that are blatantly used in class or accidentally ring will be confiscated and sent to administration for disciplinary consequence. During test taking, all electronic devices must be powered down and out of view so that the testing environment is not compromised.

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## **FOOD AND DRINKS**

No food will be kept or consumed in the classroom unless it is related to academic activities or medically necessary by documentation. Only water in screw cap/resealable plastic bottles will be allowed. No open containers such as soda cans or travel cups will be allowed.

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## **GRADES: six-week and semester**

The county grading scale will be followed:

A	90 – 100 %
B	80 – 89 %
C	70 – 79 %
D	60 – 69 %
F	0 – 59 %

Our course is 1 full credit, ½ credit each semester. Each semester is divided into three six-week grading periods and a final exam, each weighed equally.

Grades are updated and uploaded weekly. Students may check their grades in class as well.

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## **HALL PASS**

A standard hall pass will be used. Only one student will leave the room at a time. There will be no passes issued during the first and last ten minutes of the period. Students have a limit of three hall passes during a grading period.

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## **HELP**

It is important to keep up with the material covered in class. You should review the material as often as you can. If you need help, please schedule an appointment for extra help before or after school. Office hours before school are 6:30 – 7:00 a.m. Monday-Friday. Office hours after school are 1:50 – 2:20 p.m. Monday, Tuesday, and Thursday. Please make an appointment in advance: I may be in a meeting, in the office, or running errands on campus when you arrive unannounced for help.

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## **HOMEWORK AND CLASSWORK**

There will be homework assignments pertaining to each chapter or unit, such as book work, article research, worksheets, mini-labs, etc. Homework is usually worth 10 or 20 points. A due date will be announced and posted for all assignments.

Late work will be accepted one day late for half credit at most. Late work is NOT eligible for “point redemption” (see end of this section).

Criteria: loose leaf paper with no jagged edges, name on paper, legible writing, blue or black ink for writing, math work in pencil. Suggested paper heading in upper right-hand corner: STUDENT NAME, CLASS & PERIOD, DATE, TEACHER NAME.

Homework and classwork corrections (“point redemption” or “buy-back”): Any student may correct mistakes and add information and turn the paper back in for redeeming half the points (a 30/40 can become

a 35/40). Half-points will be rounded up (35/40 becomes a 37.5/40, which rounds to a 38/40). The deadline for this is one school day after papers are returned. If a student is absent, the deadline for this is one school day after the student receives the paper. Late work is NOT eligible for “point redemption.”

**HURRICANE PRIDE (Student of the Week)**      <http://www.kwanga.net/hurricanepride.html>

Each week one student per class period is chosen for the Hurricane Pride award. This can be won by participation, improvement, good grades, helping others, etc. The names are posted in our room and on my web site. Each winner receives a prize as well as a mini-certificate.

**KWANGA.NET**

My web domain, [www.kwanga.net](http://www.kwanga.net), is updated weekly. Course information, lesson plans, student award winners, links for practice and enrichment, and assignment lists are posted. This is a valuable resource for parents and students.

**LAB MASTER (lab award)**      <http://www.kwanga.net/labmaster.html>

After each lab, one student per class is chosen for the Lab Master award. Winners show exemplary lab performance and adherence to safety procedures. The names are posted in our room and on my web site. Each winner receives a prize as well as a personalized paper Erlenmeyer flask certificate.

**LABORATORY ACTIVITIES**

Labs enrich the course content. All students are expected to follow laboratory rules and procedures. Failure to do so will result in a referral and a zero for the lab activity grade. Students must have a safety contract on file, found at <http://www.kwanga.net/sharednotes/laboratory-safety-contract.pdf>, signed by themselves and the parents/guardians, in order to participate and receive credit for labs.

Lab corrections (“point redemption” or “buy-back”): Any student may correct mistakes and add information and turn the paper back in for redeeming half the points (a 30/40 can become a 35/40). The deadline for this is one school day after papers are returned. If a student is absent, the deadline for this is one school day after the student receives the paper. Late work is NOT eligible for “point redemption.”

**A.P. Environmental Science (APES) formal lab reports:**

In addition to one-, two-, or multiple-day lab activities, there will be one “formal lab” (requiring a report) each grading period. The lab will be completed over multiple days, and the APES formal lab report format must be followed, which can be found at <http://www.kwanga.net/apesnotes/updated-formal-lab-guidelines.pdf>. Lab report due dates are announced well in advance. If a student is absent on the day a lab report is due, the report should be delivered or emailed to the teacher that day.

**MATERIALS**

textbook	loose leaf paper	graph paper	binder / folder
blue or black pens	ruler	markers	scientific calculator
pencils with erasers	colored pencils	highlighters (especially blue & green)	

Please check the “wish list” at <http://www.kwanga.net/wishlist.html> for supplies we need for classroom operation.

**NOTEBOOK PORTFOLIOS AND NOTETAKING**

Students need a folder to hold notes, assignments, and worksheets. Students will keep track of assignment grades on the APES or Chemistry portfolio logs, found at <http://www.kwanga.net/apes-portfolio.html> and <http://www.kwanga.net/chem-portfolio.html> respectively.

Everyone needs to take notes on lecture-discussions. These “student notes” will be required for the portfolio. Students should work problems and write out key concepts in their own words. If printed notes

are used (what we call “lazy notes”), highlight during the discussion as directed: vocabulary in blue, supporting details in green. Student notes may be written in the margins or on the back of the printed notes.

**Chemistry:** Students are required to print notes from kwanga.net for each chapter/unit for their portfolios. Notebook portfolios are required, a possible 40/40 grade at the end of each six-week grading period. They are not available for “point redemption.” (See Homework and Classwork section).

**A.P. Environmental Science (APES):** Because the notes are extensive for A.P.E.S., students are required only to download, not print, notes from kwanga.net for each chapter/unit for their portfolios. Student notes are required for each chapter. Notebook portfolios are submitted by students at the end of each six-week grading period for a possible 20/20 grade. They are not available for “point redemption.” (See Homework and Classwork section).

**OPTIONAL ASSIGNMENTS**

We do not have extra credit in our class, but we do have optional assignments.

**Chemistry** optional assignments:

- 1) 10 points: Any student who corrects mistakes on a graded test will receive 10/10 as an optional assignment grade. We usually do this in class.
- 2) 10 points: Students may complete the “test review” and turn it in to the teacher on or before the test date.
- 3) 10 points - Students may read a science article and complete set guidelines.

**A.P. Environmental Science (APES)** optional assignments:

- 1) 10 points: Any student who comes before or after school to go over their test mistakes with me and write out the corrections will receive 10/10 as an optional assignment grade. By appointment only!
- 2) 10 points: Students who complete selected textbook questions from each chapter correctly will receive a 10/10 grade.

**REFERRALS**

I do not expect to have disciplinary problems such as those listed below. However, referrals will be given if the following behaviors such as these are observed: obscenity/sexual harassment, defiance, disruptive behavior, deliberately unsafe lab procedures, physical abuse, taunting, racial/ethnic/gender slurs, or threats. Depending on the severity of the offense, a verbal warning and detention may be given before a referral.

**ROOM UPKEEP**

It is everyone’s responsibility to keep the desk areas clean (free of papers, dirt, markings, etc.). Make sure your area is clean when you get there. If not, tell me immediately. We want our room looking as nice as possible.

**TARDIES**

Any student not physically in the classroom when the late bell rings is tardy. Students should be seated when the bell rings. The school and county policy will be followed:

- FIRST TARDY: verbal warning
- SECOND TARDY: 25-minute detention; parent contacted
- THIRD TARDY: 40-min detention; parent contacted; COUNTED AS 1 ABSENCE
- FOURTH TARDY and additional: tardy referral

More than 20 minutes late to class = 1 ABSENCE

Tardies start over every six weeks. Absences accumulate throughout the semester.

## **TESTS**

Tests are worth 200 points. You will know when the test is so you have time to prepare. There are no test re-takes, so it is important that all students study for each test.

If you are absent on the day of a test, you must take it upon returning. If you are absent the day before the test, you must take the test as scheduled with the rest of the class.

**Chemistry:** There is usually a test after each chapter. A review sheet will be posted online and available before the test.

**A.P. Environmental Science (APES):** There is usually a test after each unit or 2-3 chapters. Tests are given over two days: one day for multiple choice and one day for essays. The score on the multiple-choice test will be based on the number of questions answered correctly. Points will not be deducted for incorrect answers and no points will be awarded for unanswered questions. Essays are in the style of FRQs, which are free response questions from the AP exams and other sources. The multiple choice section is 60% of the total test score and the FRQ section is 40% of the total test score, which is how the AP exam is weighted.

Quizzes will be announced ahead of time as well. If we have any “pop quizzes,” they are usually given as practice.