Classroom Rules and Policies (2015-2016)

A. General consequences ladder for minor misbehavior:

- Warning ✔
- Lunch Detention ✔✔
- VP Referral ✔✔✔

This general consequences ladder will be used for minor misbehaviors such as unauthorized wandering, talking out of turn, incessant talking, disregarding teacher's requests and reminders, tardiness etc.

*** In situations where students act in any way that threatens the physical and/or emotional safety of others including that of the teacher, Ms. Nguyen reserves the right to skip this general consequence ladder and send the student to the VP office immediately.

B. Classroom Procedures

1. Tardiness: You must be in your assigned seat, with your Do Now paper on your desk, and already writing down daily Do Now question BEFORE the bell rings.
   a. This means if you haven't done so when the bell rings, you will be marked Tardy
   b. No loitering, standing around the doorway for in front of my class talking to your friends waiting for the bell to ring. You will be given a warning and 5 seconds to find your seat and start working on your Do Now.
   c. If you are late and not in your seat working on your Do Now when the bell has rung because you are grabbing your Do Now paper from my table, you are still considered late.
   d. If the bell has rung and you just show up to class, you will be asked to run out and get a signed tardy slip from a nearest hall monitor before you can enter my classroom. You will still be marked tardy on my attendance report.
   e. If you are more than 10 minutes late, you will be asked to present a attendance slip from the attendance office. This option is only available for those who have documentations from their guardians, doctors, or an authorized adult.

2. Loitering: You must be in your seat during the entire period unless you ask and receive a special permission from me.
   a. You are not allowed to stand around the doorway waiting for the exit bell to exit my classroom.
   If the class ends early, everyone must be in your seat waiting for the exit bell. For every student who is not in his/her seat, I will hold the class back for 1 minute later.

3. Late work submission: You will receive 50% of your total points earned on your late work. All late work will be accepted until the day before each official grade report. Make-up work will only be given to assignments that I still have extra handouts for.

4. Attendance correction procedure: If you believe that I marked you absent by mistake, please back a attendance correction slip from the attendance office. Make sure to have your name, period, and date of attendance correction filled out. You are responsible for checking your attendance record for any discrepancy. You will have a window of 2 weeks from the erred attendance date to report to me so I can correct your attendance record.

C. Classroom Rules and Consequences

<table>
<thead>
<tr>
<th>Rules</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>No cellphone/electronic device use allowed</td>
<td>1st time offender: reminder to turn off your device and put it inside your backpack.</td>
</tr>
<tr>
<td></td>
<td>2nd time offender: confiscation. Student can retrieve</td>
</tr>
<tr>
<td>Rule</td>
<td>1st time offender</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>their electronic devices after school ONLY Repeated offender: Referral</td>
<td></td>
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<tr>
<td>No food or drink allowed (Exception: doctor notes)</td>
<td>1st time offender: reminder to put food/drinks inside your backpack. 2nd time offender: confiscation. Student can retrieve their food/drinks after class. Repeated offender: Referral</td>
</tr>
<tr>
<td>No excessive talking, talking out of turn is allowed</td>
<td>1st time offender: reminder 2nd time offender: lunch detention Repeated offender: Referral</td>
</tr>
</tbody>
</table>
| Zero tolerance for abusive behavior toward classmates and teacher  
- Physical abuse: kicking, hitting, pulling, tripping, etc.  
- Emotional abuse: cursing, yelling, teasing, mockeries, degrading comments, voice mimicking, etc.                                                                                                    | Referral                                                    |                   |          |                   |
| Zero tolerance for bullying (physical, verbal, and cyber bullying)                                                                                                                                       | Referral                                                    |                   |          |                   |
| Zero tolerance for stealing                                                                                                                                                                             | Referral                                                    |                   |          |                   |
| Zero tolerance for destroying classroom furniture                                                                                                                                                       | Referral                                                    |                   |          |                   |
| Zero tolerance for splashing water, chemicals, substances at others                                                                                                                                     | Referral                                                    |                   |          |                   |
| Zero tolerance for any sign of substance abuse                                                                                                                                                         | Referral                                                    |                   |          |                   |
| Zero tolerance for exiting the classroom during class without a permission                                                                                                                              | Referral                                                    |                   |          |                   |
| Zero tolerance for any indication of selling and/or trading of illegal substances and weapons                                                                                                             | Referral                                                    |                   |          |                   |
| Cheating on test (looking, copying, and taking others’ work)                                                                                                                                            | 1st time: reminder repeated offender: 0 on the assignment for both the cheater and cheated **AND** referral for the cheater |                   |          |                   |
| Cheating on the lab report                                                                                                                                                                             | 0 on the assignment for those involved                       |                   |          |                   |
| Cheating on in class assignments                                                                                                                                                                         | 0 on the assignment for those involved                       |                   |          |                   |
| Walking around the classroom without prior permission                                                                                                                                                    | 1st time: reminder 2nd time: lunch detention 3rd time: referral |                   |          |                   |
D. Grade Policy:
Your grade in my classroom will include the following components:
1. In class assignment packet and random assignment collection
2. End of the period short exit ticket and quizzes
3. Long project
4. Quizzes
5. Midterms
6. Finals
7. Extra credits

Grade breakdown:
A: > 89.5%
B: 79.5% to 89.49%
C: 69.5% to 79.49%
D: 59.5% to 69.49%

E. Assignment Descriptions
Lecture notes: all blanks must be filled in
Free-writing video notes: complete sentences with meanings and details relevant to the video topic.
Fill-in-the-blank video notes: all blanks must be filled in.
Extra credits: extra credits will only be given occasionally so please don’t rely solely on extra credits to bring your grade up.

Long project: long projects require 3 or more day to complete. Some art materials will be given, but keep in mind that if you can’t find what you need, you must them yourself. Long projects will also require a group presentation. Grading policies will vary by project.
Lab Report: lab write up must be complete before the lab day. Lab participation will worth 50 points.
Each post lab question will be worth 10 points. Each complete data table will be worth 20 points. Each complete lab diagram (colored and correctly labeled) will worth 10 points.
Midterm: multiple choice format. 1 page, 1 side cheat sheet is allowed. Cheat sheet will be worth 10 point extra credits. Cheat sheet must be turned in at the same time with the test.
Final: multiple choice format. 1 page, 2 sides cheat sheet is allowed. Cheat sheet will be worth 20 point extra credits. Cheat sheet must be turned in at the same time with the test.
Quiz: short answer and work problem format

D. Assignment Requirements:
1. In class assignment packets:
   a. This will be collected as a packet of 10 assignments
   b. Each assignment will worth 10 points
   c. To earn 10 points, you must show that all the blanks are filled in, all questions are answered, diagrams are colored and color-coded.
   d. Late submission: 50% of the actual points earned
2. Random assignment collection
   a. These assignments are often video notes and vocabulary homework
3. Exit tickets
   a. Short 3-4 question exit ticket at the end of class
   b. No make-up available, you must be in class to take your exit ticket.
4. Quizzes
   a. Students will be given class time for in class quizzes.
   b. Online quizzes must be completed on your own time
   c. Make-up quizzes must be arranged with the teacher before hand for full credits to only those with valid excuses.
5. Final
6. Lab
   a. Make-up final must be arranged with the teacher before hand for full credits to only those with valid excuses.
   b. Students who earned a 98% overall on their grades going into the final will be excused from taking a final.
   
6. Lab
   a. Students must complete their lab write-ups in their notebook before the lab day in order to be signed off by Ms. Nguyen, earn 50 lab participation points and participate in the lab activities.
   b. Students who do not complete their lab write-ups before the lab day will (1) not be signed off, (2) not earn 50 lab participation points, and (3) not be allowed to participate in lab.
   c. Students who do not complete their lab write-ups are required to (1) remain in their seats during the lab activity, (2) complete their lab write-up, (3) fill in the data tables using the data provided by Ms. Nguyen, and (4) answer post lab questions individually and silently. Once completed, students must remain silent for the rest of the period, no sleeping is allowed. No bathroom pass will be granted.
   d. Students who are absent on lab day will still need to complete their lab reports. All lab data and results will be provided by Ms. Nguyen.

7. Group project
   a. All members must contribute equally to the project.
   b. If you find that your group member don’t put in their share of work (losing the materials, not completing their parts, excessive absences, etc), the remaining group members can decide to exclude that irresponsible group member.
   c. If you do not show up and present your project along side other group members, you will receive a 0 on the project. Exception will be given to those with excused absences. However, keep in mind that it will become suspicious if you are not there for every project presentation.
   d. You are not allowed to leave your project in my class. So please take it with you and continue working on it at home so that you can be on top of the project. The only exception is if you finish your project before the deadline, then you can leave your finished work with me.

F. Frequently Asked Questions (FAQs)
   1. Will extra credit bring up my grade?
      a. Extra credits will bring up your grade only when all other mandatory assignments are turned in and with a passing grade recorded. No amount of extra credits will help if you are two or more major assignments that worth a lot of points.
   2. Why do I need to do lab write-up when I can use the lab handout that you provide for me?
      a. Writing a lab write-up will be beneficial in several ways. First, it allows you to take time and familiarize yourself on the lab concept and lab procedure before lab so that you won’t be confused during the actual lab activities. Secondly, the act of writing will have you process the information at a deeper level than simply reading the information. Thirdly, the ability to keep a neat record will be mandatory for your future scientific experiments or discovery. Lastly, you don’t have to copy word for word everything from the lab handout. Simple summary and demonstrative sketches are sufficient.
   3. What do I do if I couldn’t participate in lab because I didn’t have my lab write-up?
      a. You are still required to complete your lab report using the lab data that I provide for you. While you will lose 50 participation points, you are still required to complete the lab report and receive the remaining lab points.
   4. Can I drink/eat/smell this?
      a. No. You never know how different chemicals can affect your body.
   5. Can I get my phone earlier because I have to leave early?
a. Yes you can. You only need to bring your early dismissal slip to me to get your phone earlier than the end of the day.

6. I forgot my bathroom pass, can I still go to the bathroom?
   a. No pass, no bathroom visit.

7. Why can’t I eat and drink in the classroom?
   a. This is a science lab room so you will often get into contact with chemicals so you don’t want to ingest contaminated food and get sick.
   b. Ants and cockroaches are serious problems in my classroom.

8. Can you adjust the temperature? Your room is too cold.
   a. I have no control over the room temperature because the thermostat doesn’t work. So you need to wear extra clothes in my class.

9. Can I talk to you about my grade?
   a. Yes, come meet me after class, during lunch, or after school.

10. I need help on a few assignments, can you help me?
    a. Yes, come see me during lunch or after class for quick question and after school for more extensive help.

11. Can you recommend me for student body?
    a. Yes, only to students who have demonstrate consistent excellency in academics and behaviors.

12. I forgot my project at home, on the bus, or my other group member has the project and he/she is not here today, can our group go on another day?
    a. No, unless you are pre-assigned to a different day. You must present when it’s your turn. You can try to switch your spot with another group who also present on a same day for a later time. It will be unfair for other groups who are prepared.

13. How much further back can I ask for makeup work?
    a. Only as far as I can remember. So make sure to meet with me as soon as you can, while my memory of the make-up assignments is still fresh. The typical rule is No makeup assignment from a month ago will be given. If you can’t remember what you eat for dinner a month ago, it is reasonable to not expect me to remember what assignment the class did a month ago.

14. I don’t have item number 5096, can I have another copy of it?
    a. Yes you can. Borrow a copy of item number 5096 from a classmate and show it to me so I know what it looks like. If I still have extra blank handout, you can have it.

15. When is it too late to turn in makeup work?
    a. The date when quarter and semester grade reports are due.

16. I left my binder, phone, notebooks, jacket at the last period, can I go get it?
    a. Yes you can, only after you are done with your Do Now prompt for the day.

17. I failed the class last semester, do I have to retake the class?
    a. Yes, in order to graduate
Classroom Rules and Policies Agreement

Student’s name:______________________________________________________________

Primary guardian’s name:______________________________________________________

Primary guardian’s contact number:____________________________ Time best contact:____

Secondary guardian’s contact number:____________________________ Time best contact:____

Secondary guardian’s name:____________________________________________________

Guardian’s email:____________________________________________________________

Signatures: Student/Guardian

1. __________/__________I hereby read, fully understand, and agree to abide all classroom rules and policies. I understand that if I fail to act according to these rules and follow these policies, I will receive these consequences.

2. __________/__________I will keep a copy of this classroom rules and policies so consult it if I have any question about the class procedures.

3. __________/__________I will turn in this signed page to Ms. Nguyen and understand that failure to turn this page in will result in my grade not being released and the possibility of receiving no credit for my future work and failing the class.