Marvin Ridge High School

College Prep Chemistry

Miss Harfmann

Fall 2019

**College Prep Chemistry Syllabus and Class Expectations**

**Materials**

The typical note taking materials are to be brought to class everyday (paper & pen/pencil) as well as the following:

* Chemistry Reference Tables
* Scientific Calculator

**Format for Class Assignments**

* Make sure your name is on any assignments that are turned in. No name results in a zero.
* Assignments are due at the beginning of class the day they are due. If the assignment is not in the appropriate homework folder before Miss Harfmann collects it, then it is late.
* Late assignments are accepted up to 1 day late for a 50% penalty, adequate time both in class and at home will be given for students to complete assignments and ask questions.
* All copies of assignments are immediately available through the google drive should a student lose his or her hard copy throughout the day.
* All class notes and assignments will also be available through the google drive.
* It is expected that you read ALL materials provided to you as there is important information in the details. For example if you fail to follow the instructions on page three, you will not receive full credit for getting your syllabus signed.

**Grading**

Grades will be based on a total points system. Tests will be 100-150 points, lab exercises will be 50 points, quizzes will be 5-75 points, and homework and in class activities will be 5-35 points.

**Behavior**

Students will be held to all policies in both the UCPS and MRHS student handbook. Students are expected to maintain appropriate behavior, both verbal and non-verbal, at all times. Students will be given a warning for inappropriate behavior or behavior that interrupts learning for others. If inappropriate behavior continues, an immediate conference with the student will occur, a phone call to parents will be made, and appropriate consequences as set forth by the school policy will be applied.

**Cheating**

Cheating will result in a zero on the assignment. If the assignment is to be completed in class (ex: tests, quizzes, etc), the item will be collected immediately, finished or not and will be assigned a zero. Additionally a phone conference with the parents will be held as well as an administrative referral.

**Cell Phones and Chromebooks**

Chromebooks are only to be used when specifically told to do so. Use of chromebook without permission will result in confiscation until the end of class. Cell phones are to be out of sight during class. If a student is found using a cell phone in class, the phone will be confiscated and placed in the office until a parent comes to retrieve it after school hours.

**Hall Policy**

Students are not to leave the classroom without the appropriate pass. Bathroom passes are hanging on the wall next to a signout/in sheet that must be completed by the student. Abuse of bathroom passes will result in a parent phone call and referral.

**Tutoring**

Tutoring will be offered Thursdays during SMARTLunch. Please see me if additional help is needed.

**Laboratory Safety**

Laboratory safety procedures will be covered on the first day of class and students shall not engage in lab activities until a safety contact signed by both the student and guardian is returned. Failure to use proper laboratory safety equipment and techniques will result in loss of laboratory privledges and subsequent grade deduction.

**Make-Up Work & Absences**

Per the UCPS handbook, a student has two school days to make-up work due to an absence. After the two school days have passed, the work is considered late and will be given a zero. If a student knows he or she will be absent ahead of time, please let me know and I will try to have the work ready ahead of time. If a student is absent the day of a test or quiz, he or she will make it up the next class he or she attends.

**Daily Expectations**

Students will:

* Have appropriate materials for class out and ready to use;
* Begin any daily assignments posted;
* Have all assignments due ready to hand in, using proper format;
* Follow classroom management rules;
* Adhere to all school rules, regulation, and polices set forth by the school and Union County;
* Return all class materials and supplies to their proper place (cleaned if need be);
* Leave the room neat and orderly, with stools pushed in and desks straightened.

**Useful Links**

* Quizlet: <https://quizlet.com/join/UQSTQvFSB> [extra credit and flashcard study]
* GroupMe: kaitlynharfmann@gmail.com [homework & assignment q&a]
* Google Drive: <https://tinyurl.com/MRHSCPChem19> [posted assignments, lectures, guides, handouts, etc.]
* GroupMe is used by the class to allow students communicate questions regarding schoolwork and announcements to be made.
* Email: [kaitlyn.harfmann@ucps.k12.nc.us](mailto:kaitlyn.harfmann@ucps.k12.nc.us)

**Please complete this sheet, remove it, and return it to Miss Harfmann.**

**Parent/Student Information**

Please fill out the following link regarding student and parent contact information. This survey must be filled by a person with a UCPS login, aka the student.

**Textbooks**

This courses is not taught from a textbook, nor does it rely on it for any assignments or readings. Should a student wish for additional materials there is a textbook available via the google drive.

**Student Agreement**

By signing below, the student has read and understood the guidelines for Miss Harfmann’s CP Chemistry class and will keep this and all handouts in his or her class notebook for reference.

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

**Parent Agreement**

By signing below, the parent has read and understood the guidelines for Miss Harfmann’s CP Chemistry class and will refer to this sheet kept in the child’s class notebook for reference.

PARENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_