**CHEMISTRY**

**PROCEDURES AND SYLLABUS**

**Macey Downing**

mvdownin@episd.org

**School Phone:** 236-2000

**Course Description:**

This is a laboratory emphasized learning experience. Thinking skills are a requirement each and every day. Chemistry can be a wonderful experience with lots of fun.

**Class Rules:**

1. Be respectful of other students and all materials in the classroom—disrespectful behavior will not be tolerated
2. Be in your seat when the bell rings.
3. Come to class prepared—bring all materials
4. NO FOOD OR DRINK ALLOWED IN THE LAB
5. Speak at appropriate times using appropriate language
6. Teacher’s desk and store room is off limits
7. Horseplay will not be tolerated
8. No make-up or grooming in class
9. The bell does not dismiss you
10. Compliance with all EPISD/Coronado rules in the student handbook, especially dress code and electronics

**Consequences:**

1. ***1st Offense:*** Verbal warning
2. ***2nd Offense:*** Teacher/student conference and phone call to parents
3. ***3rd Offense:*** Parent/teacher conference
4. ***4th Offense:*** Discipline Referral

***Any severe violation or disruption will result in an immediate referral.***

**Materials:**

1. Lined notebook paper
2. Pen/pencil
3. 3-ring binder

**Tutoring:**

I am available for tutoring before school or at lunch.

**Grading:**

1. Classwork/Homework 15%
   1. Late work will NOT be accepted; ***the deadline will be extended for those students whose IEP includes extended time as one of their modifications***
2. Tests 30%
   1. Students will be notified of all unit tests one week before the exam date
   2. Students absent the day before an exam are expected to take the test upon their return to school
3. Quizzes 15%
4. Labs 30%
   1. Students who miss labs will either be required to make up the lab or will have an alternate assignment
5. Nine Weeks Test 10%

**Make-Ups:**

1. Any student requiring to make up a test must schedule time either before school or during lunch
2. Make up work is the responsibility of the student
3. The student will have one day for every **excused** absence to make up the work

**Contracts:**

1. Due to the inherit danger of working in a science lab, all students will be required to review the laboratory safety rules and keep a copy of these rules in their notebook
2. In addition, all students must have a lab safety rule contract signed by the student and their parent on file with the teacher
3. Failure to return the contract will result in loss of lab privileges and a grade of 0 for the lab activity

**Parent Letter**

Please feel free to contact me if you have any questions or concerns. My conference hour is between 9:30-10:19. I can be reached via telephone (915) 236-2000 or via email at [mvdownin@episd.org](mailto:mvdownin@episd.org). **Email may be the quickest and most efficient** way to reach me – I will make every effort to respond as quickly as possible.

Again, I look forward to working with you and encourage you to contact me as needed. The more we communicate, the more successful the school year will be for your students.

Please sign, date, and return this form to Mrs. Downing to verify receipt of this letter and the course syllabus\*. Parents/guardians, please include your phone number and/or email so that I have the most up to date information and can contact you regarding your student. Thank you

Student Signature Date

Parent/Guardian Signature Date

Parent/Guardian Phone Number (home, work, and/or cell)

Parent/Guardian E-mail

\*Please note that even if you do not sign and return this page, the student is still held responsible and accountable for all the information contained within the syllabus and is still expected to abide by all classroom and school policies and procedures.