

# Introduction of Chemistry

Course Syllabus with Rules and Procedures for 2023-2024

**Instructor:** Crystal Klein                      **Office Hours:** 7:45 AM – 3:45 PM, or by appointment  
**Cell Phone:** 308 750 1980                      **School Phone:** 308 324-4691 ext. 2120  
**Room/Office:** High School, Room 120   **E-mail:** crystal.klein@lexschools.org

**TEXT:** *Power Basics Chemistry*. There is not an online version. Relevant material will be photocopied and handed out.

**REQUIREMENTS:** Pass both semesters of physical science and biology.

**CLASSROOM RULES:** WORK HARD AND BE NICE!!!

## ABSENCES:

### Planner

- Students are responsible for keeping their planner up to date. Students will use their planner to find out what they have missed if they are absent from class. Planners will be checked at the end of each unit.

### Missed Work

- Students are responsible for all missed work, assignments and notes due to any absence. Students who have an unplanned absence from school will be allowed two days for each day of absence---up to five days total---to turn in missing work without penalty with some exceptions.
- If there is a major project or test (anything that is announced a head of time) that was due while you were gone or due the day you get back, your project is due and/or you must take the test if no new material was covered or no new information about the project was given during the absence.
- It is your responsibility to make arrangements with the teacher.
- A plan must be made either in person or electronically by 9:45 AM on the day you return. Otherwise, points may be deducted.
- Being unexcused absent the day of tests/quizzes more than twice is suspicious. Upon your third unexcused absence from class on test/quiz day, you will automatically lose 10 points from your test or quiz. The fourth time, you will lose 20 points. The fifth time, it will be a zero.
- Juniors are very busy people. Keeping me (Ms. Klein) abreast of absences is imperative to be successful in chemistry. Please let me know as soon as you know you are going to have an absence. I am happy to work with students who take responsibility for their absences and “make a plan” beforehand.
- Students are responsible for “making a plan” if they know they are going to be absent. Students know what my plan is for the week as it is written in their planner. Students then need to use this information to make their plan, which they will email to me. Then write it down on the sheet and initial it for me.
  - Fifty percent will be deducted from test/quiz for planned absences that are taken after the absence (even if that was the plan). Once quizzes are handed back, you cannot take the quiz.
- Documenting your absence and plan is very important. Be sure to email your plan to Ms. Klein
- Ms. Klein may accept, reject, or modify your plan.
- All missed work, assignments and notes due to absences that are pre-excused or due to school activities needs to be completed before you are gone unless other arrangements are made prior to the absence. If students fail to make a plan, they will receive a .1 on the assignment(s).
- **If you are involved in an activity, it is your job to know when you will (or even might) be gone. You need to sit down with your schedule at the beginning of the season and fill out your planner. Talk to your coach about what time you will be leaving for each event. Put that in your planner. Then you will always know when you need to make a plan.**
- If you make a plan and do not show up for your plan or give timely notice, you will lose 10 points, and will no longer be allowed to make a plan outside of the normal school day.

## BACKPACKS

- Leave backpacks in the hallway. Bring in only needed material.

## BRACELETS

- You cannot wear bracelets on test days. People hide notes under them to cheat.

## CALCULATORS

CHANGES, MODIFICATIONS, AND ADDITIONS CAN BE MADE TO THIS DOCUMENT. STUDENTS WILL RECEIVE NOTIFICATION EITHER VERBALLY OR VIA EMAIL OF ANY CHANGES TO THE RULES AND PROCEDURES OF ROOM 120.

- I have 24 scientific calculators for student to use. Some of them are Casio and others are Texas Instrument with varying models of each brand. It is your job to learn how to use the calculator. You must know how to put scientific notation into “your” calculator.
- I would encourage you to buy your own scientific calculator if you are able. I, personally, do not care for the Texas Instrument Multi-View calculator, which I find difficult to use and cannot help you with.

#### **CHEATING:**

- Cheating will result in the loss of points.
- Cheating will also result in forfeiture of any make-up accountability points earned that semester. As well as a ban on make-up accountability points for the duration of your time with Ms. Klein.

#### **CHEMICAL ROOM**

- Absolutely no students are allowed in the chemical room without permission.

#### **CLASSROOM MATERIALS**

- I have lots and lots of supplies. I want you to have what you need to be successful in the science classroom. You need to treat those supplies with respect. You need to be sure to return those supplies the way you found them. If your class does not treat supplies appropriately, the entire class will lose access to those supplies. I cannot stress enough how important it is to put things back in the appropriate place clean and in working order.
- If a table is left in disarray or materials are not put away, everyone at that table will lose points. This includes writing/artwork on the tables. If you spot writing/artwork on the table or you find your table in untidy, please let Ms. Klein know immediately so that your table does not lose their points.

#### **COMPUTER/iPad/ELECTRONIC DEVICE USE**

- iPads will not be used in the classroom. Leave them out in the hallway.

#### **CONTACTING MS. KLEIN**

- Please send me an email if you have any questions, concerns, etc.
- It is important you follow the chain of communication. Your complaint starts with me. If you are dissatisfied with my answer to your complaint, then talk to the administration.
- If your parents would like to contact me, I would prefer they use my school email: [crystal.klein@lexschools.org](mailto:crystal.klein@lexschools.org). Your parents can also call/text me at 308 750-1980.
- Students should not contact me via phone unless it is an emergency.

#### **COPIES**

- You will get a copy of every paper you need at the beginning of the semester sans a few miscellaneous additions. Generally, additional copies are not available. If you lose or forget to pick up papers, you are responsible for getting new copies on your own.

#### **DETENTIONS:**

- Detention will only be given in the most extreme cases.

#### **DOORS**

- The person sitting closest to the door is responsible for shutting it when the bell rings.
- The person sitting closest to the door that we do not use is responsible for pulling the blinds shut in a lockdown while I shut the blinds on the other side and check the door. I will check the door as soon as I get the blinds down on my side.

#### **EVALUATION (HOW IS MY GRADE CALCULATED?)**

Students will be evaluated on their performance on:

- **Tests/Quizzes will be 50%** of your grade.
  - Tests will be given at the end of chapters. Test must be completed in class by the end of your assigned class period. If you know you are going to be absent, tests must be made up before you leave. If you think you will need more time than the class period to take your test, Ms. Klein is always willing to come in early on the day of the test. If you are absent the day of the test, you are expected to make up the test the next day before or after school. However, you have 2 days to make up the test, than the test will be worth 50%. After the fifth day, you will no longer be allowed to make up the test. Repeated

unexcused absences on Test Day will result in loss of points and eventually a zero on the missed test. See under ABSENCES for more information.

- See under TEST DAYS for specific directions for taking tests.
- Tests are not handed back, but students can look at their tests if they so choose. Tests are in the checked paper box at the front of the room.
- **At Home Activity Videos will be 25%** of your grade.
  - You will make a 2-3 minute video showing you doing one of the activities at the end of the unit. Narrate the video to explain what is happening. Complete the necessary paperwork
- **Accountability will be 15%** of your grade..
  - Complete practice problems, assessments and worksheets. Five accountability points will be lost if you do not complete daily assignments.
    - Practices will consist of any practice problems, formative assessments, worksheets and any other assignments assigned to facilitate the learning of the subject matter. If you do not do the assigned practice problems you will not be able to do chemistry. I do not assign a frivolous amount of problems.
    - The answers to many of the problems we do are available for students to see. It is okay to look at the answers to see if you have completed the problem correctly. It is not okay to copy the answers and not do any of the work. You will fail. In the end, when we are going over problems much more is learned when students try to do the problem and get the wrong answer than when they just copy the answer from someplace else.
    - I have used sites like Chegg and Bartleby's for answers in the past. I find more often than not, the answer is wrong, but the work often gives you a hint how to do the problem.
    - Please bring questions to class about the practices, problems, and worksheets. If you do not ask questions, I assume you "got it"!
  - At the end of each chapter, there will be a binder check (also known as a ticket) for accountability points. Students will be given a ticket that tells them everything that needs to be completed. This is where I will subtract accountability points for not completing daily assignments.
  - **Lost accountability points can be made up by attending tutoring afterschool or sport's study hall.** For every 10 minutes a student is in tutoring, they will earn back 5 accountability points. Take a selfie when you arrive and when you leave with the clock and supervising adult. There will be a google doc created and shared with you to upload the pictures and time. You need to keep a running total. If you are caught cheating/plagiarizing, you will forfeit any make up accountability points you and will no longer be allowed participate in this opportunity.
- **Semester tests will be 10%** of your final semester grade.
  - Semester tests will cover the entire semester's material.
  - Please see handbook for semester test dates and schedule.

#### EXTENDED TIME

- Sometime life does not work out. Please ask for extended time if needed, You need to have a very specific plan ready to go when asking for extended time. This opportunity should be used sparingly, if ever.

#### FAILING OR ABOUT TO FAIL PARENT NOTIFICATION (PINK SLIPS)

- If you have less than a C in the last two weeks of the quarter, you will receive a pink slip. Please have your parent/guardian sign the slip. When it is returned, you will receive 10 test bonus points.
- If you do not receive a pink slip and your grade is less than a C, please ask for one.

#### FINES/FEES

- If you are placed on the school's Fines/Fees list, you must return the items through the office. Do NOT bring them to me. This way the office can remove your name from the list.

#### GRADES:

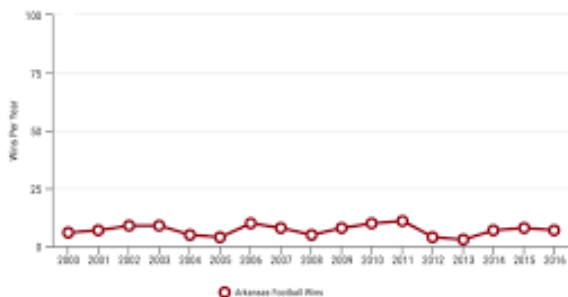
- Standard grading scale will be used. The grading scale is in the student handbook.

#### GRAPHS

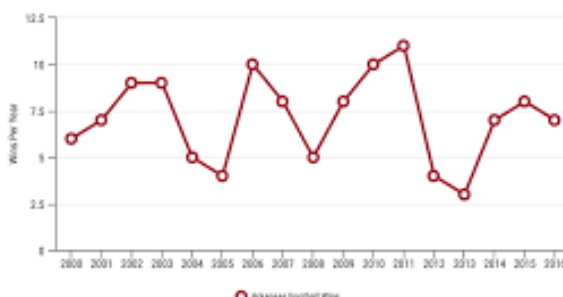
- Graphs should have an adjusted y-axis. If the measurements do not start at zero, the y-axis should start just below the lowest measurement and end just above the highest measurement.

- There will not be large areas of emptiness. If there is no data in that area eliminate the area. Focus on the area where the data points are located.
- If data is dissimilar, draw multiple graphs.

Bad Graph



Good Graph



### HANDWRITTEN PAPERS

- I strongly encourage you to take pictures of any papers that are turned in and handwritten.
- Occasionally, papers are misplaced and it is good to have a copy.

### LABORATORY ACTIVITIES

- We will not do any in class labs.
- If you want to do in class labs, please switch to Chemistry I.
- You are required to complete one of the lab activities at the end of unit at home. Make an iMovie and narrate what you are doing. Fill out the necessary paperwork.

### LATE ASSIGNMENTS (Tickets, Essays, Summaries, etc. NOT labs, tests, or quizzes)

- 25% will be subtracted from any assignment turned in late assignments. An additional 25% will be subtracted for each additional week it is late.
- Papers are considered late if they are turned in after I have graded the other students' papers.
- Put late assignments in the LATE assignment basket.

### LEAVING THE CLASSROOM

- If you need to leave the classroom, you must tell me where you are going unless you are having a medical emergency.
- You can tell me before class or as you are leaving. You cannot just leave class without letting me know where you are going. This is not okay.

### LYSOL, WET WIPES, PAPER TOWELS, KLEENEX

- If you are sick, please spray down your area before you leave with Lysol. You also may use Lysol to spray down your area when you arrive.
- If you make a mess on your table, please use the wet wipes/paper towels to wipe down your table before you leave.
- Please blow your nose as often as needed.

### MATERIALS NEEDED

For individual use, students need to bring...

- **2 inch Three-Ring Binder**
- **Dividers (6-8)** plus tabs or post it notes
- Scientific calculator
- Loose-leaf paper

Items in **bold** are absolutely required!

### PAPERS HANDED IN:

- Papers need to be labeled with name, date, class period, and title of assignment or page number.

- Papers need to be put in the basket labeled for your period. Tests and quizzes go below the orange paper. Labs, essays, etc. go above the orange paper.
- **Put your paper on top of the pile. Do NOT mix it in with other papers. If your paper is found mixed in with another assignment you will lose 10 points.**
- Papers without a name will be thrown into the checked paper box unchecked.
- I prefer not to receive electronic documents. If you cannot print, email the paper to a classmate to have them print it for you. Electronic documents automatically lose 5 points.
- Each student must hand in their own work (unless specifically told otherwise), even when working in groups.  
**If only one paper is handed in per group, the grade will be divided among the group members.**

## PASSES

- Passes from the office and other teachers go on the pass collector on the small desk. Do not bring them to me at the large desk.
- There are three kinds of passes.
  - Salmon Colored: These are passes TO Ms. Klein's class. Please take one if you need to come in early.
  - Goldenrod Colored: These are passes FROM Ms. Klein's class. Please take one if you need a pass to the next class because you lost track of time.
  - Green Colored: These passes are EMERGENCY RESTROOM passes. You will be issued two every semester. Unused green passes can be turned in for bonus points at the end of the semester.

## PERSONAL LISTENING DEVICES (Ear Phones/Buds/iBuds)

- Personal listening devices are NOT allowed....EVER. If you are caught using them, I will confiscate them. Your parent/guardian is welcome to come pick them up for you. Please give me 24 hours notice if your parents are coming to pick them up, so that I can get your ear buds up to the office. Otherwise, I will hold on to them until you graduate at which time they will be returned to you on your last day of school when you show me your graduation check out sheet.

## PLAGARISM

- Using someone else's work (human or AI) without giving them credit is plagiarism. If you plagiarize another person's or site's work, you will lose points. The person who allowed you to plagiarize will also lose points.
- You will also forfeit all make-up accountability points and no longer be allowed to make-up accountability points.

## POLICE YOUR CLASSMATES

- Help keep the classroom neat and tidy. Remind your classmates to clean up after themselves when they don't.
- There are many safety rules. Help your classmates follow those rules by reminding them about following them when they are not.
- There are lots of supplies and materials available for you to use. Remind your classmates to treat the supplies with respect and to return them to the appropriate place. \
- Ms. Klein needs your help to keep things in shape. Do your part to help will make class run smoothly and Ms. Klein happy.

## PROJECT, ASSIGNMENT, LAB ALTERNATIVES

- In an effort to accommodate each student, I am happy to consider alternatives to any project, lab activity, or other assigned project.
- Alternative projects will be...
  - Student generated.
  - Equal in length to the original assignment.
  - Will be completed in the same time frame.
  - Cover the same material/concepts
- Proposing an alternative project does not guarantee acceptance of proposal.

## SCIENCE HONOR CORD

- Student who take four Honors level science classes or five science classes and have a 3.70 average GPA in those science classes will be eligible to apply for a science honor cord to wear at graduation.

## SCIENTIFIC NOTATION

- You must know how to put scientific notation into your calculator. This is something that comes up over and over throughout the entire year of chemistry. If you cannot remember how to do this, please write down the steps and tape it on the inside of your binder.

### **SUBSTITUTE TEACHERS**

- Few people are more important in this school than substitute teachers. You are expected to treat them with the utmost respect. Reports of poor behavior will be met with consequences.

### **TARDIES**

- Tardiness is against school rules. A student who is not in his/her seat when the bell rings will be counted tardy.
- However, I understand that many of you have numerous responsibilities in the morning, sometimes cars do not start....sometimes life just doesn't go our way. I understand. Please get to class just as fast as you can.

### **TEST DAYS**

- On test day, students are not allowed to bring anything into the room except a scientific calculator, and a writing utensil on test days. No backpacks!! Bulky and loose fitting clothing is not allowed, specifically no sweaters, sweatshirts, jackets, or layered clothing. T-shirts or thin material shirts are expected. Sleeves must be pushed up to the elbows. Cell phones, Apple watches (or any watches/anything on your wrists), iPads, laptops, or any other devices (electronic or otherwise) are not allowed in the room. No lanyards. Pockets must be pulled out. Failure to follow these very specific rules will result in a .1 on the test.
- Be careful not to throw your bags against the wall and scuff up/damage the wall.

### **TRASH**

- Trash goes in the trash can. Do not put trash in the supply tubs or plants. There are 9 trash cans in this classroom. There is no excuse for not putting trash in the trash can. Points will be lost by all students if trash is found in plants. Points will be lost by everyone that sits at a table if trash is found in the tubs.

### **TUBS and MARKERS/COLORED PENCIL BOXES**

- There are tubs of material on each table. Materials include scissors, erasers, post it notes, glue, tape, half-sheets of paper, paper clips, etc. You are welcome to use these materials. If you should use the last of an item let Ms. Klein know so that she can replace it. Do NOT put trash in these tubs. Please keep the tubs neat and tidy.
- If you do not take care of the tubs, they will be put away.
- There are boxes of markers and colored pencils for students to use on the bookcase. Please do not put trash or pencil shavings in these boxes. If a marker runs dry or is not writing well, please throw it away.

### **WATER BOTTLES**

- No metal water bottles are allowed.
- No gallon jugs of drinking water are allowed.
- No water bottles on lab days.

### **WRONG ANSWER (MISSED)**

- It is hard to get everything checked exactly right and sometimes I make a mistake.
- If I count something wrong on your paper and not wrong on someone else's paper, be sure to let me know so I can take the points off that person's paper, too.

## Zoom Meeting Rules

- Be dressed appropriately for school.
- Eat and use the restroom before the meeting begins.
- Let family members and visitors know you are zooming.
- Be sitting in a chair at a table/desk. If possible, have a wall behind you.
- No uninvited guests.
- Have the needed supplies. Scientific calculator, pens/pencils, printed copies of the notes, worksheets, cheat sheets, etc.
- Arrive on time to your meeting.
- If you are having problems connecting, contact the teacher by email ASAP; or let a peer in the class know so they can tell the teacher.
- Turn on your camera and be visible on camera.
- Do not change your background once the meeting begins.
- Mute yourself when others are speaking.
- Use the “hi hand” to let the teacher know you have a question.
- Use the “thumbs up” to let the teacher know you understand.
- No non-class related chats.
- No recording of class without permission.
- You are in school during your Zoom Meeting, behave accordingly.

Communicate with your teacher if you are having problems or need help. They cannot help you if they do not know you need help.

STUDENT AND PARENT CONSENT/ACKNOWLEDGEMENT for MS. KLEIN'S CLASS

**STUDENT'S NAME:**

After you have carefully read all parts of Ms. Klein's Introduction to Chemistry Course Syllabus and do not have any questions, print and sign your name below. Next, you will need to take this home and review and explain it to your parent or guardian. Please have this form returned by class time the third Friday in August.

\_\_\_\_\_  
Student – sign

\_\_\_\_\_  
Parent – sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date