

CLASS POLICIES

MATERIALS: You will need to bring the following materials each day:

1. Google Chromebook
2. Three-ring binder with paper for notes, problem sets and Physics Lab Manual
3. Pencils (#2) and pens
4. TI Graphing Calculator and charged Chromebook

On scheduled LAB DAYS you MUST also bring:

5. Physics Lab Manual
6. Metric ruler and/or protractor
7. Graph paper (preferably ¼ inch boxes)

CLASSROOM EXPECTATIONS: The two easy guidelines to follow are:

1. **BE PREPARED EVERYDAY.** Some examples of this rule include:
 - a. Bring all of your materials to class everyday and turn in assigned work on time.
 - b. Be in your seat and attentive when the bell rings.
 - c. Avoid missing this class. It is your responsibility to make-up any missing work when you are absent.
2. **RESPECT EVERYONE AND EQUIPMENT IN THE CLASSROOM.** Some examples include:
 - a. Listen when someone else is speaking.
 - b. Raise your hand when you would like to contribute to the discussion.
 - c. Refrain from the use of vulgar language and insults.

CONSEQUENCES OF NOT MEETING EXPECTATIONS:

1. Detentions will be given for not meeting the class expectations above.
Some examples of behavior that will earn a detention include:
 - a. Speaking or acting disrespectfully to anyone in the classroom or hallway.
 - b. Being tardy to class **more than once** per semester (after the 1st week of class).
 - c. Unauthorized/improper use of lab equipment. For example, swinging a stopwatch or a meter-stick around could injure another student or damage the instrument. Tampering with equipment that is not related to the current experiment is also not acceptable.
2. A detention includes **20 minutes** of classroom service. If you are late, or fail to come in for your scheduled detention, you must serve an additional detention.
3. Excessive inappropriate behavior will be dealt with by the Deans and/or a conference with your parent(s).

CELL PHONE POLICY:

Cell phones must be on silent mode and put away during class to avoid disruptions. There may be exceptions to the use of cell phones during class, but only as directed by your instructor.

The school policies on cell phones and consequences for violations of this policy can be found on the school website at <http://hphs.dist113.org/Students/Documents/HP%20Pilot%20Cell%20Policy.pdf>

GRADING: Grades will be posted regularly on Infinite Campus so that you can keep track of your progress

1. Each assignment, lab, quiz or test will be given a point value.
2. Your grade will be determined by adding the earned points and dividing by the total number of possible points. We will use the standard school scale:

Grade	Range (%)
A	93-100
A-	90-92

Grade	Range (%)
B+	87-89
B	83-86
B-	80-82

Grade	Range (%)
C+	77-79
C	73-76
C-	70-72

Grade	Range (%)
D+	67-69
D	63-66
D-	60-62
E	0-59

3. Labs that are turned in late will receive a 20% reduction in points per day late. If lab work is not turned in within 5 school days of the due date it will not receive any credit.
4. The exception to the previous rule applies to students with authorized absences. For each day absent, you will have one school day to make-up any work that you missed.

HOMEWORK:

1. Homework is due the next day unless specified otherwise.
2. Assignment calendars will be distributed every 2-weeks in paper or posted online. If you are absent, you will know what you missed and what was assigned.
3. Homework is often spot-checked instead of collected. **If no homework is shown at the time of the spot check, you will receive a zero, and no late credit will be given.**

TESTS and QUIZZES:

1. Chapter tests and quizzes will be announced several days in advance.
2. Academic Dishonesty will result in a zero. Please refer to the Student Handbook for examples and consequences for Academic Dishonesty.
3. **If you are absent on the day of a quiz/test, you will be expected to make-up that quiz/test on your first day back.** If you are absent for more than the scheduled day of the quiz/test, you will need to schedule a time to make-up the missing work.
4. Some ungraded formative assessments will be given to obtain period checkups on your progress in mastering the learning targets and to allow me to adjust my teaching practices to help you.

LABS:

1. The graphs and tables of lab write-ups should be written on graph paper.
2. If you are absent on the day of the lab, you are expected to come in to make-up the lab as soon as possible. The ideal time to make up a lab would be to come in on the day that you return to school. If you delay in your make-up of a missed lab, the lab set-up may be taken down and you will spend additional time setting up the make-up lab.
3. Labs are due by 3:05 pm on the scheduled due date. Late labs incur the penalty described in the grading section above. Every student will be allowed to use an “oops” pass twice per semester that will reduce your lab grade-penalty by one-day (20%).
4. Follow all safety rules. Behavior that endangers you or fellow students will cause you to be removed from that lab with a zero grade for the lab.

QUIZ RETAKES AND LAB REWRITES:

1. During 1st, 2nd and 3rd quarter, labs may be resubmitted and rewritten **once** to obtain a higher grade.
2. During 1st quarter, each quiz may be rewritten retaken 3 additional times in the testing center outside of class. If your score is higher than the previous score(s), your quiz score will be replaced.
3. During 2nd quarter, each quiz may be rewritten retaken 2 additional times in the testing center outside of class. If your score is higher than the previous score(s), your quiz score will be replaced.
4. During 3rd quarter, each quiz may be rewritten retaken 1 additional time in the testing center outside of class. If your score is higher than the previous score(s), your quiz score will be replaced.
5. No retakes or rewrites will be offered during 4th quarter. The reduction of rewriting of labs and retaking of quizzes during the year is intended to gradually prepare you for future courses that may not offer these opportunities to show mastery.
6. Unit tests each quarter may **NOT** be retaken.

SEMESTER GRADE CALCULATION:

1. Each quarter grade will be worth 40.0% of the semester grade.
2. The semester exam is cumulative and will be worth 20.0% of the semester grade

GETTING HELP OUTSIDE OF CLASS:

It is your responsibility to seek help when you need it, but I may ask you to see me for help if I determine that you are struggling. I will be available for walk-in office hours (no appointment needed) before school at 7am each day (except Wednesday). If you would like to seek additional help, please schedule an appointment with me during our common free periods so that I can help you with your questions.

LEARNING TARGETS AND ASSIGNMENT CALENDAR LOCATION:

The learning targets for each unit are included in your lab manual. All assignment calendars, class policies, learning targets and video access instructions are available on the school website under Academic Departments > Science>Mr. Pujara website. You can always access the current assignment schedule from home or if you are absent.

CONTACT INFORMATION:

You may contact me by phone (224-765-2276) or by email at: kpujara@dist113.org. When communicating by email or school voicemail, please allow 24 hours for a response during the weekdays (and up to 48 hours on the weekend).

PLEASE READ THE BACK OF THIS PAGE REGARDING THE VIDEOTAPING CONSENT FORM.

PLEASE RETURN THE CONTRACT BELOW WITH SIGNATURES BY FRIDAY 8/28/15.

-----Fold and tear the paper here-----

CLASS POLICIES CONTRACT

I, _____, have read and understand the classroom policies for Mr. Pujara’s Physics class. It is my responsibility to follow all such policies in Mr. Pujara’s classroom.

Student’s signature _____ date _____

Parent’s/Guardian’s signature _____ date _____

Dear Parent/Guardian,

I am your child's Physics teacher. I will be videotaping my Physics classes this year. I am undertaking this project for the benefit of my Physics students and my own growth as a teacher. Students' voices will be recorded during class discussions. Students who are leading presentations of problems will also be visible on the recording. There also may be occasions in which laboratory experiments involving students will be videotaped. I am asking for your consent to allow your child to be videotaped in my classroom. The digital video files should only be viewed by my students and are not intended for use by the general public. Students will be able to view the digital video files at home, so I will not be able to control whether family members or friends will be viewing these recordings.

The possible benefits of this project for your child may include:

- A student who would like to review material could do so at a pace that is more convenient to his or her individual needs.
- A student that misses class due to an illness or arranged absence would be able to catch up during a time that is convenient to the student.
- A student with learning disabilities that misses classroom content or notes would have access to review material during a time that is convenient to the student.

The possible benefits of this project for my growth as an educator include:

- When I review the recorded material, I will be able to reflect upon on my teaching practices and improve them for future classes.
- These digital video files would become part of a personal portfolio of my progress and evidence of the Learning for Life Abilities that this district encourages in our students and teachers.

Please sign and return the consent agreement below if you give consent for your child to be a part of this daily videotaping project. Please return this signed form to me by Friday, August 28, 2015. If you do **NOT** wish to give consent, please call me at (224) 765-2276 or notify me by e-mail at kpujara@dist113.org, and I will not record your student's section of physics.

Thank you for your consideration,

Mr. Kunal Pujara
Physics teacher
Highland Park High School

Daily Videotaping Consent Agreement

I, _____, give consent for my child, _____, to
(please print) (please print)

participate in the daily videotaping project of Mr. Pujara's Physics classes for the 2015-2016 school year at Highland Park High School.

Parent/Guardian's signature _____ Today's date _____