



# R. H. KING ACADEMY SCIENCE DEPARTMENT POLICIES AND STUDENT EVALUATIONS

THIS IS TO BE KEPT IN YOUR NOTEBOOK FOR YOUR REFERENCE

A comprehensive evaluation of a student's progress requires their presence and participation in different activities. Many of these activities cannot be performed outside of the scheduled classroom time. As a result, it is extremely important that students attend class regularly. In order to ensure fair and equitable evaluation, students are expected to observe the following policies:

## ABSENCES

- Students are responsible for finding out what work they have missed when they are away from class for **any** reason. If a student is aware beforehand that they are going to be away, they should arrange to get all the work that they will miss before the absence.
- Students are required to have proper documentation for all absences. Excused absences include school trips and team activities and appointments or illnesses verified with a note from a student's parent/guardian.
- If a student knows that they will be away on the final submission date of an assignment or lab report for any reason, they must hand in their work **before** that date.
- Assignments and quizzes which are missed due to excused absences must be made up promptly (within 2 days), upon consultation with the teacher. Failure to do so will mean that the student has not met the expectations of the assignment or quiz.
- Students who are aware they will be missing a quiz or assignment due to an excused absence must notify their teacher 2 days prior to the quiz or final submission date of the assignment. Students are responsible for making arrangements with the teacher to complete the quiz or assignment in advance of the date of absence.

## LABORATORY ACTIVITIES

- Participation in lab activities by all students is mandatory in order to develop laboratory skills and techniques.
- Goggles must be worn during all lab activities.
- When a lab exercise is missed:
  - If the materials are still available: the lab activity is to be completed within 2 days, under the supervision of the teacher and submitted by the final submission date.
  - If the materials are not available: the lab activity will be completed from provided data and submitted by the final date.
- All lab reports must be submitted to the classroom teacher in hard copy and soft copy in order to be checked for originality.

## LATE ASSIGNMENTS AND LABORATORY REPORTS

- All assignments and laboratory reports are to be handed in on or before the final submission date.
- Late assignments and laboratory reports will be assigned a penalty of 5% of the total marks available per school day up to a maximum of 3 days (15% off). After this time, the student will not receive credit for that assignment or laboratory report (i.e. the student has chosen to receive a zero).

## TESTS

- Students absent on test days for school-sanctioned excursions or team events must notify their teacher 2 days prior to the test date to avoid not receiving credit for the test.
- Students absent for a test due to illness must have a parent/guardian note stating the parent/guardian was aware there was a test and that the student was too ill to come to school and write the test; otherwise, they will not receive credit for the test. This note must be received by the teacher immediately upon the student's return to class.
- An alternative evaluation will be arranged by the teacher for students who have met the above conditions.
- It is expected that no student will miss more than one test.

## EXAM

- Ministry guidelines dictate that a culminating activity (i.e. exam) must be written to meet course requirements.

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Please sign and return to the classroom teacher.

I have read, understand, and agree to abide by the Science Department Policies.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Mentor: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

## SCIENCE RISK AND SAFETY NOTICE FOR PARENTS/GUARDIANS

An active science program presents some hazards to both staff and students. All attempts will be made however, to identify hazards and manage risks so that they become minimal. Before each activity, instructions will be given to reduce any risks. Teachers will assess the readiness level of students to protect everyone in the class. If a student is considered unready, he or she will not be able to participate in the activity. If no other opportunity to participate can be arranged, then the student's development of hands-on skills may be affected. This may affect the student's achievement.

During an activity, students are expected to follow safe procedures and wear appropriate personal protective equipment (PPE). Student compliance with safe techniques and practices is a part of a teacher's assessment of laboratory work.

The most basic piece of personal protective equipment is a pair of goggles, and these will *always* be made available to students. Like a calculator for mathematics, and running shoes for physical education goggles are personal pieces of equipment best owned by students. When students own their own goggles, they share responsibility for safety in the classroom. Parents can also appreciate that student-owned goggles will result in greater hygiene. Before purchasing their own from an outside source, students should enquire from their teacher on the type of eyewear that is most appropriate for their class.

### Please note:

- Contact lenses can be a problem in the event of an eye injury. Students with contact lenses should wear the same eye protection as the rest of the class.
- Students wearing prescription glasses are expected to wear eye protection that fits over their eyewear.

## Science Lab Safety Rules

### 1. Come prepared...Stay Focused

- ✓ Complete all assigned pre-lab tasks.
- ✓ Wear personal protective equipment (PPE) when instructed to do so.
- ✓ Wear closed-toe shoes during lab activities.
- ✓ Make sure long hair is tied or pinned back and loose clothing tucked in.
- ✓ Remove all dangling materials from your body (e.g. ear buds, jewelry).
- ✓ Stand when doing lab work and avoid "childish" play.

### 2. Keep your teacher informed...Many eyes make safe science

- ✓ Report all accidents, spills and breakages at once. Never attempt to handle broken glass, sharp metal pieces, or spills on your own. Alert the teacher immediately.
- ✓ If any chemical gets on your hands or any body part, inform teacher and follow his or her direction immediately.
- ✓ Report any damaged or defective equipment immediately to teacher.

### 3. Follow proper safety etiquettes...at all times

- ✓ Never eat or drink in the science lab.
- ✓ Ensure all equipment and chemicals are put away or disposed of appropriately at the end of lab.
- ✓ Ensure all lab workstations are clean and tidy.
- ✓ Ensure all hot plates/Bunsen burners, gas valves, water and electrical equipment are turned off when not in use.
- ✓ Wash your hands after practical work.

**If you don't know or understand...Please Ask!**