



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 or doctor.
- 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, otherwise it will be counted as late. (Refer to the *late assignment and laboratory reports*)
- Any quizzes which are missed due to school-sanctioned events must be made up promptly (preferably done before the absence). Students who are aware they will be missing a quiz must notify their teacher 2 days prior to the quiz.
- Quizzes which are missed due to excused absences with a note will be recorded as a "no mark" and will be replaced by the mark received on the corresponding unit test.

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. The test mark will be recorded as "no mark." It will be replaced by a mark from a make-up test completed before the end of the semester.
- Other missed tests after the first missed test will be recorded as "0".

EXAM

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

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: _____