

Shorewood High School Science Department Policies

Attendance Policy:

The science courses at Shorewood High School are lab intensive and require regular participation to satisfactorily meet learning objectives. Students therefore must not be absent (excused or unexcused) more than eight (8) times in a semester in order to retain credit for science. On the 9th absence the student will lose credit in the science course.

Tardy Policy:

Science courses commence promptly. It is critical that students are seated in their assigned seat when the bell signaling the start of class rings. For every third tardy, the student's grade will drop 1/12th of a grade. (For example, a student with a B+ and with 3 tardies would earn a B. A student with a B and 6 tardies would earn a C+.) However, 3 tardies can be redeemed by making up one hour after school with the teacher at a mutually agreed upon time, and within a reasonable time frame.

Food & Beverage Policy:

As stipulated by public health policies, food and drinks are not allowed in the science building at any time. This includes all science rooms, hallways, and entryways. Violation of this policy assumes violation of the lab safety contract required in order to participate in Shorewood High School's science programs.

Course Materials:

Students are required to bring their course notebook, course textbook, course supplies, and student laptop (fully charged) to class each day as stipulated by the teacher. **Notebooks** must be bound, composition style, and should contain only material from that science course. The front of the notebook must be clearly labeled with the student's name and all work contained within the notebook must be in the student's own words. The Honesty policy described below applies to the notebook and all course work.

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Honesty:

Academic honesty includes:

- doing your own work
- giving credit to others when you use their words, pictures, facts, and ideas
- keeping your eyes on your own paper
- helping others, but not allowing them to copy your work
- using electronic sources with integrity

Academic dishonesty includes presenting someone else's words, work, or ideas as your own, or helping another student to do so. Academic dishonesty in written work includes:

- **plagiarism** (using another writer's words or ideas without proper citation or duplicating a substantial body of work from another and representing it as your own)
- **multiple submissions** (submitting the same document for two different courses without permission from the instructors)
- **cheating on a test or assignment** (e.g. copying, using notes, getting an advance copy of a test)
- **falsification or misrepresentation of data**

Shorewood and the Shoreline School District have established a clear philosophical foundation for the expectation of integrity and authenticity for all student work. Please see the most recent edition of the Student's Rights and Responsibilities handbook for definitions and consequences.

1st Offense: Student referred to an administrator; student's performance on the assignment/activity shall receive a zero; parents shall be notified.

2nd Offense: Student long-term suspended from the class for the remainder of semester, not to exceed 90 days. This may be the same or a different class from the 1st offense. Established suspension procedures will be followed with due process notification.

3rd Offense: Student long-term suspended from all classes for the remainder of semester, not to exceed 90 days; parents shall be contacted and due process rights shall be given.

Safety Guidelines:

All students are required to read, know, and discuss with your parent(s) the *Shorewood High School Science Department Laboratory Guidelines* which outline general safety, chemical safety, heating safety, glassware safety, and electrical safety. In addition, all students are required to sign the Laboratory Safety Contract as a condition of continuous enrollment in all science courses.