

Academic Astronomy - Mr. Paterson

GENERAL PROCEDURES

Preparation for Class

To succeed in Astronomy, being prepared is a must. You are required to be to class daily, on time, and prepared. Please consider the below to be minimum requirements.

Things that you MUST bring to class:

- A Writing Utensil (pen, pencil) – *if you don't have one you are not prepared!*
- A Notebook
 - o It is suggested that you use a 3-ring binder for your notebook. There will be many handouts this year (notes, formulas, study guides). It is your responsibility to keep these materials. If you lose your copy it is your responsibility to have it copied. Extra sets will not be available.

Things that you should NOT bring to class:

- **A Calculator.** There is a set of classroom calculators. You will be assigned a calculator number. This will be the calculator you use the entire year. You are responsible for returning it to the calculator holder at the end of class.
 - o You should not use your personal calculator! Why? You need to get used to using the classroom calculators because you will not be allowed to use your personal calculator during tests or quizzes. On a test or quiz you may only use a calculator from the class set.
- **Your Textbook.** It is not necessary to bring your textbook to class, as there will be a permanent set retained in the classroom (**do not** take the classroom text home).
- Any item prohibited in the “Class Rules” handout or “SPFHS Student/Parent Handbook”.

Homework

- Homework is mandatory and will be given each night (There may be exceptions).
- Homework is due the following school day, unless a specific due date is given. Using the answer key to complete homework is unacceptable. Homework with answers only or minimal work will not receive credit. No work no credit.
- Incomplete homework will receive a zero. If you do not understand a question or cannot get an answer you still must attempt it and write down what part you do not understand.
- All missed assignments are due within the time period you were absent. For example if you were absent one day, you are to submit the missing assignment one day after your return. If you are absent two days, you have two days to make up missing work. If there are special problems associated with your absence please make an appointment to discuss this privately.

Lab and Lab Reports

- You are to prepare for lab activities as assigned. You are expected to have an understanding of the lab prior to coming to class. You must be prepared to participate or receive a grade of zero for the lab assignment.
- Lab partners are responsible to each other for lab data and explanation in the event of absence. If your lab partner's data and explanation is insufficient for your understanding, then after school lab help is available.
- Lab reports must be on-time! Labs not handed in on the due date will be entered as a zero in the grade book until they are submitted.
- If you hand in a report late you will lose 10% of the total points for each day that the lab is late. Once a lab has been graded and returned to the class, a late lab report may not be handed in.
- I will assign lab partners. Reassignment is at my discretion and may be based on the performance of the group.
- While you may work together with a partner(s) to complete the collection of data, unless otherwise instructed, the lab report is to be an **individual effort**. It is not acceptable to work on the actual lab report together. Plagiarism or unacceptable collaboration (of a lab report or any other submitted work) will be handled accordingly. Any instance of identical work being turned in will result in an automatic zero and referral to the Review and Verification Committee.
- Lab reports should be typed using a common word processing program (such as Microsoft Word). Any handwritten additions (equations, graphs) must be clearly handwritten using a straightedge for making lines. Any handwritten data tables or figures must also be made with a straightedge. Failure to do so will result in points off. **If you do not have access to a computer at home they are available for use in the school and public libraries.**

Quizzes

- Quizzes will be given on an announced and unannounced basis.
- Quizzes must be made up if you are absent. Make up quizzes will be equivalent in content as the original quiz but may not have identical questions.

Tests

- Tests will always be announced before being administered.
- If you are absent on a test day it is your responsibility to make up the test **on the day of your return**. Exceptions may be granted on a case-by-case basis.
- The make up test will be equivalent in content to the original test but may not have the identical questions.

Projects

- For some projects group work may be required. The choice of partner(s) is yours, so choose carefully. Because you will be picking your partners it is your responsibility to work together. I will not mediate any group dynamic issues, so make sure you choose someone who you can cooperate with!

Grades

- Your marking period grade will be determined by using a cumulative point system, based on your performance in the following areas. Weighting for this point system will approximate the following breakdown (but may not be exact):
 - o Tests, quizzes, Lab Reports, Projects - 90% weight
 - o Homework, preparation, participation - 10% weight
- The points will be calculated into percentages and transferred to letter grades as found in your student handbook.
- You may check your grades at any time during the marking period. I will be happy to review your grade with you after school. I will not review grades during or prior to the start of class. All graded material will be kept in the classroom in an accessible file.

Absence

- If you are absent from class, it is your responsibility to make up the work. Any missed handouts and assignments are available on the lab table by the classroom door. Please ask a classmate what you have missed before asking the teacher.
- In general, you will be given a time period equal to your absence period to make-up homework. If you are absent one day, you are responsible for work due the day you were absent, but work due the day of your return may be handed in the next day at no penalty.
- Make up Laboratory due dates are at the discretion of the teacher. Alternate activities / reports may be assigned in lieu of making up a laboratory.
- If you miss a scheduled test or quiz, it must be made up the day of your return. If you have a multiple-day absence that covers a test or quiz, you will be permitted a maximum of two days before you must make up the test or quiz (at the teacher's discretion).

Make up Laboratories

- Make up labs pose a problem in regard to availability of shared equipment, computer room availability and the weather (some labs are conducted outside). I will make every effort to arrange for make up labs where possible however if logistics is a problem I will assign an **alternate assignment** in place of a make up lab. It is therefore extremely important that you **make every attempt to** be present when labs are conducted and if you are absent make an effort to make up the lab when the equipment is available.

General Classroom Expectations

- Astronomy is an interesting and challenging science involving many "real life", practical situations. **Respect** and **effective use of time** are the key words. We are in this classroom together to learn new concepts and ideas. Lack of respect for each other and the inefficient use of time will prevent us from having an enjoyable experience together. My role is to help you succeed and have a productive year. We are in this classroom together to learn new concepts and ideas. We have limited time and must use all time available productively.
- Arrive on time ready to get the lesson underway. Arriving on time does NOT mean running through the door as the bell rings – you should be in your seat ready to work.

FOLLOW THE HIGH SCHOOL POLICIES! Refer to your student handbook.

- NO FOOD OR DRINK IN CLASS. Any food or drink will be placed in the garbage can.
- NO CELL PHONES. Cell phones must be off and away before you walk through the classroom door. It is not acceptable to be using the phone while entering the class, even if the period has not begun. Interruption during class by a cell phone will result in confiscation of the phone and referral to the main office. Adult behavior and self control is expected.
- NO ELECTRONIC DEVICES. This includes (but is not limited to) portable music and gaming equipment, cameras, camcorders, etc.
- Be alert and attentive to activities (laying your head down on the desk to catch up on needed zzz's will result in a trip to the nurse).
- Take care of your personal needs outside of class time. I will provide Kleenex, Band-Aids and soap.
- Visit the restroom on the way to class. The restrooms are located less than 25 yards away. Passes to the restroom are available during class, but it should not become a daily routine for you to miss class time for a restroom break.
- If you need to leave the classroom it is your responsibility to take a hall pass.
- Raise your hand for permission before speaking. Give whoever is speaking your attention.
- No side conversations during class.
- Only appropriate behavior and language is permitted using respectful and polite forms of speech and writing. I will not tolerate physical or verbal abuse or aggression.
- Work productively with your lab partners.
- Provide full cooperation in the event of a substitute. Your behavior with a substitute is a reflection both on you, myself, and our class as a whole.
 - Discipline problems will be forwarded to the principal's office.
- The assignment of detention will be used when appropriate.
- Fire Drills: Keep Calm, exit quietly according to the map in the front of the room. Stay with the class at the designated area outside.
- Extra help: Ask when you need assistance. I am committed to seeing that everybody succeeds. If you find yourself in difficulty let me know and I will help you get back on track outside of class time. Extra help is available before and after school (note that my AP class begins at 7:41). You must make an appointment for extra help so that I can be sure to meet you at a scheduled time. You must be prepared for your help session with specific questions. This is not a tutoring session.
- Special needs: Please advise me of any special needs that you may have and I will do my best to accommodate your situation. Please take care of your own needs properly. This includes bringing eyeglasses to class if you require them and attending to your personal grooming outside of the classroom.
- Keep up to date with assignments and apply yourself to the daily activities. You will succeed if you are prepared to work.

I am looking forward to all that we can accomplish this year and sincerely hope that you feel the same way. I am committed to your success and the establishment of a productive environment in our class.