



Scituate High School
Science Student
Policies and Expectations
Handbook

Table of Contents

1. Guidebook Introduction.....	3
2. SHS Science Department Honor Code.....	4
3. Plagiarism.....	8
4. Laboratory Partners & Reports.....	8
5. Science Class Absence Policy.....	9
6. Assessment Make-Up Policy.....	9
7. Department Night Policy.....	9
8. Final Exam Policy.....	9
9. Electronic Devices & Cell Phone Policy.....	10

Guidebook Introduction

The Scituate High School Science Department is dedicated to creating a safe and academic learning environment that will prepare students for the world beyond high school. Fostering good study habits, problem-solving skills and a scientific body of knowledge are among our goals for students. In addition, we wish to prepare students to conduct themselves in a safe and responsible manner.

In a science classroom, safety and responsibility must be a priority, and it does not just mean wearing safety goggles and cleaning up spills; those days are long behind us. In today's society students are bombarded by a multitude of distractions that can take their mind off the task at hand and could become a safety issue as well as developing bad habits that are not acceptable anywhere else in our society. These things include but are not limited to texting during class time. Texting while driving has been shown to be extremely dangerous. By allowing students to have and use phones in the classroom without permission by the teacher for educational purposes, we as teachers are not doing our job to socially develop students and make them responsible and contributing citizens which are components of the Scituate High School Core Values and Beliefs.

Being a responsible student means that you are prepared for class and for assessments. Missing work must be made up immediately and missing notes must be obtained by the student through the available resources. These resources may include department night, handouts, class friends, websites or specific arrangements made with the teacher.

This guidebook will attempt to address most of the issues we have faced as a department with students in the past in the hopes that we can prevent problems from happening and develop the best and safest environment for student learning as possible. Some policies will have clear expectations and consequences just like the Student Handbook that the high school uses. We hope this guidebook will help students become more responsible citizens ready for the 21st century world.

Students are to keep this guidebook in their notebook or binder and bring to class on a daily basis.

SHS Science Department Honor Code

The SHS Core Values and Beliefs are founded on respect, social development, academic and civic standards, responsibility and being a contributing citizen.

Scituate High School Core Values and Beliefs

Scituate High School is a collaborative community in which all stakeholders:

- Contribute to a **mutually respectful** and nurturing learning environment
- Support the mental, physical, and **social development** of each student
- **Empower students to reach high academic, civic, and social standards**
- Aid in students' acquisition of 21st century visual, informational and digital literacy skills, including analytical and creative thinking and reasoning
- Encourage students to gain cultural and global awareness through collaboration in the use of real world technology tools and applications
- Teach students to become effective communicators, problem solvers, and **responsible, contributing citizens**
- Foster student acquisition of the knowledge and skills necessary to pursue their personal and professional goals.

With these values in mind, the Scituate High School Science Department takes any form of Academic Dishonesty very seriously. It is our mission to guide each student's academic growth with the expectation that parents, guardians and the greater community "stakeholders" will provide support. Academic integrity at SHS requires **honesty, trust, fairness, respect, and responsibility.**

Many of the SHS faculty are asked to write letters of recommendation for students as they apply to colleges, request scholarships or seek to advance beyond their high school careers. The Science Department staff volunteers to write such letters on the basis of mutual trust and respect between the teacher and the student. Each and every one of us has written these letters with the sincere belief that each student earned it with honor.

In order to maintain the integrity and honor of the science department and our students we wish to establish our own Academic Honor Code. We have included some examples of University Honor/Academic Codes in order to illustrate what we expect from our students in our classes. It would be impossible to describe every single example or form of Academic Dishonesty but we sincerely hope that these examples give a broad outline to help guide students in making the right choice when it comes to their academic futures.

Example 1

The following is an example of the Honor Code Contract that every student must sign while attending Bryant University.

"One [person] cannot do right in one department of life whilst...occupied in doing wrong in any other department. Life is one indivisible whole." -Mohandas Gandhi

Trust is a necessary attribute for relationships in one's personal, academic and business lives. Trust is a two way street. As your professor, I implicitly trust you when I first meet you. I expect to trust you at semester's end. I hope to maintain trust in our classroom by letting you know the level of academic integrity that I expect.

As a student and citizen of our academic community, the Honor Code consists of, but is not limited to, the following^[1]:

Honor Code

- I will not lie, cheat, or steal in my academic endeavors. This includes collusion, obtaining or distributing assignments to or from previous, present or future students.
- I will recognize and acknowledge obtained material (books, internet, interviews, etc...) through proper citations and references.
- I will forthrightly oppose each and every instance of academic dishonesty.
- I will communicate directly with any persons I believe to have been dishonest. Such communication may be oral or written. Written communication may be signed or anonymous.
- I will give prompt notification to the professor when I observe academic dishonesty in this course.
- I will let my conscience guide my decision about whether my notification will name the person or persons I believe to have committed a violation of this Code.
- I will be respectful and considerate of other persons in this class.

I am responsible for my academic integrity and I will make a commitment to this Honor Code. If I break this Honor Code, I realize that I will automatically fail this course and be subject to possible expulsion.

Name _____ Date _____

"The truth of the matter is that you always know the right thing to do. The hard part is doing it."- General H. Norman Schwarzkopf

^[1] Honor Code based on Duke University's Honor Code found at http://www.duke.edu/~pks/Honor_Council/Honor_Code.html

Example 2

This next example is an excerpt from page 7 of the Brown University Academic Code.

The Academic Code

Creative Work

A piece of work presented as the individual creation of the student is assumed to involve no assistance other than incidental criticism from any other person. A student may not, with honesty, knowingly employ story material, wording, or dialogue taken from published work, including websites; film, video, and DVDs; radio and television programs; and lectures or other sources, without full acknowledgment.

Examinations, Quizzes, and Tests

In writing examinations and quizzes, the student is required to respond entirely on the basis of his or her own memory and capacity, without any assistance whatsoever except such as is specifically authorized by the instructor.

Cheating on examinations and quizzes can take the forms listed below. The list is not exhaustive.

- Engaging in other actions that undermine equity and reduce the objectivity of evaluation of student work
- Having another person take an examination in one's own name
- Using unauthorized materials from which one gains unfair assistance during an exam
- Appropriating an exam or exam materials without authorization
- Missing an exam in order to gain an advantage
- Copying other students' work during an examination
- Engaging in collaboration or unauthorized assistance on take-home examinations or assignments

Summary of Honor Code Violations

Once again this list is not exhaustive; it serves to give an outline of the major examples and to guide students, parents/guardians, faculty and the community in order to make informed decisions regarding forms of academic dishonesty.

- Copying homework from a classmate
- Seeking an unfair advantage by asking fellow students, “What is on the test?”
- Chronic absenteeism on the day of the quiz/test, missing an exam in order to gain an advantage
- Cheating on tests through various forms such as looking at someone else’s paper, using phones to pass along information or using any form of unauthorized materials
- Engaging in other actions that undermine equity and reduce the objectivity of evaluation of student work
- Using unauthorized materials from which one gains unfair assistance during an exam
- Appropriating an exam or exam materials without authorization
- Engaging in collaboration or unauthorized assistance on take-home examinations or assignments
- Plagiarism

Plagiarism

Any assignment deemed as plagiarized by the teacher will result in a zero for all students involved. For example, students A and B borrow student C's assignment and then copy it and turn it in for a grade. The teacher discovers that the assignment has been plagiarized. All three students will receive a zero on the assignment.

Academic plagiarism is a serious issue and can result in expulsion and exclusion from Universities throughout the country not to mention heavy fines and imprisonment. We cannot accept or tolerate this behavior on any level. Students aware of the science department's policy and stance should not engage in this activity or be prepared for the consequence.

Laboratory Partners & Reports

Each student is required to write their own lab report and hand it in on the due date. Students will work cooperatively to set up equipment, carry out experiments, collect data, and answer analysis questions. However, the final reports will have individual components such as introductions, theory and conclusions. Partner assignments will be left up to the teacher's discretion.

Any student absent on the day of a lab must make up the lab on the next available science department night. Due to the nature of science labs being time-sensitive, and **science being a core subject that is state tested**, students that need to make up work for another class must set the science lab as the priority and make other arrangements with other classes to make up work if there is a department night conflict. Labs not made up in this time-frame will receive a grade of zero for the sections missed.

Science Class Absence Policy

Students absent during a normal class day must make arrangements to get the work they missed. These arrangements may be: friends in the class, printed notes and/or handouts provided by teacher, updates on a website if available, or attend department night with the teacher to catch up on missing material.

Assessment Make-Up Policy

Because science is a core subject that is state tested, the data collected through regular classroom assessments must be timely. Any student absent on the day of an assessment must be prepared to take the assessment during class on the next class in which they are present. For example, a student is aware of a test on Friday, the class has reviewed for the test on Thursday and the student was present for the review. The student either comes to school late, after the period when the test was administered, or they are absent the entire day. This student comes to class Monday, this is the day and class they will be required to take the test. An excuse of not having a book or being unprepared is unacceptable because they were present for the review and knew when the test was scheduled. Any student not prepared and refuses to take the assessment during the next class in which they are present will receive a grade of zero.

Department Night Policy

Department night is meant to be used to help students with problems, missing notes, to practice the previously learned lesson materials, make-up labs and reinforce class lessons. It is not meant for students to come simply to have a place to stay after school or to study for other classes, they may use the library for this purpose. It is not meant for student to come and request the teacher to do a complete repeat of a lesson. Student's coming to department night should have a clear plan of what they need help with and they need to let the teacher know exactly what they need. This is the best and most efficient use of time and allows all the students that attend the department night to get the most help.

Final Exam Policy

All science students will be required to take an **APPLIED ASSESSMENT PIECE** as **Part 1** of their end of course assessments. This assessment is in addition to the final exams, **Part 2**, given in each science course at the end of the year. All science students 9-12 are required to take the **Part 1** assessment. With respect to **Part 2** of the end of the course assessments, any science student that has a grade of "A" (93%) at the end of the year is exempt from taking **Part 2** which will be administered on the scheduled final exam day for that course and period.

Electronic Devices & Cell Phone Policy

A recent article from Education World states:

National School Safety and Security Services (NSSSS), a consulting firm that focuses on school safety and crisis preparedness, opposes allowing students to carry cell phones and pagers. The potential abuses and disruption outweigh the advantages, according to the NSSSS statement.

The firm notes that students have used cell phones to call in bomb threats, which are difficult to trace. The phones also could inadvertently detonate an electronic explosive device, if one is in a school.

Hundreds or thousands of students using cell phones at the same time during a crisis also could overload the system, NSSSS maintains.

Although acknowledging that cell phones and pagers are a convenience for students and parents, the organization notes "From an educational perspective, cell phones primarily present another disruption to the educational environment on a day-to-day basis."

Although parents may wish to have the ability to contact their child during an emergency, texting or calling them during class time is not appropriate. Any parent/guardian that wishes to contact a student should do so by calling the school at **401-647-4120**. There is always someone available to answer and they will immediately contact the student and convey whatever message or take whatever action that is necessary.

Again, even though cell phones present some positive applications and uses in the classroom the abuses and disruption are much more prevalent. In recent years this trend has become increasingly more disruptive with phones becoming more and more complex, powerful and abundant. The temptation to use the phone inappropriately is far too great. For example, photographing an exam and posting it online for answers is all too easy for today's students to do without the teacher noticing.

We wish to eliminate the temptation and distraction that comes along with irresponsible cell phone use. There are already severe penalties in place for people who text and drive. In addition, many businesses levy fines on their employees if a phone is used or goes off during a meeting. Some companies will fire the employee for the first offense. Judges in court rooms will place people in contempt for this abuse, the list goes on.

In order to prepare students for this we have developed our own expectations and consequences regarding cell phones in the science classroom.

Electronic Devices and Cell Phones in the Science Classroom

Expectations & Consequences

- **Phones should not be brought to class***; students should find a safe and secure place for their phone outside of the classroom. If there is no acceptable place then the phone should be turned completely off, not on silence, and placed in a backpack, purse, bag or someplace completely out of sight (**pocket is not acceptable**).
- These expectations and consequences will also apply to any unapproved electronic devices such as Kindle, mp3 players, iPods, handheld games etc...

If a student cannot follow the above Expectation the following consequences will be enforced:

1. For the 1st offense, the phone will be confiscated until the end of class, the student will have 25% of their quarterly class participation grade deducted and they will be assigned 2 office detentions.
2. For the 2nd offense, an administrator or school resource officer will confiscate the phone until the end of the day, an additional 30% of their quarterly class participation grade will be deducted, the student will be assigned 4 office detentions and a parent contact will be made.
3. For the 3rd offense, an administrator or school resource officer will confiscate the phone until the end of the day, the remainder of their class participation credit will be deducted from the quarter grade leaving them with 0%, the student will be sent out of the class to the office, 10 office detentions will be assigned, a parent-student-administrator-teacher conference will be scheduled and the student will be precluded from any science sponsored field trips for the remainder of the year.
4. Additional offenses will immediately result in the 3rd offense consequences and may result in additional action such as suspension.

*There may be times when the teacher will give permission for the use of phones or electronic devices for specific, educationally relevant tasks.

Student/Parent/Guardian Receipt of:

Scituate High School

Science Student

Policies and Expectations Handbook

2014-2015

This page must be signed and returned to the teacher of the student by
September 5, 2014.

The signatures below indicate that I have read and reviewed with my
son/daughter the **2014-2015 Scituate High School Science Student Policies and
Expectations Handbook** that he/she received on or before August 28, 2014.

I understand that it is my son's/daughter's responsibility to familiarize
himself/herself with its contents and that he/she is responsible for the information
contained therein.

Parent Signature: _____.

Student Signature: _____.

Date: _____.