

ÉCOLE PANORAMA RIDGE SCIENCE DEPARTMENT

Dear Parent or Guardian of _____,

This letter is to inform you of some of the policies and procedures associated with the Panorama Ridge Science Department.

1. Students can expect science homework everyday. When no work is assigned, the student should review concepts and vocabulary in order to prepare for the next test. Should the student run into difficulty, he/she should make arrangements immediately with their teacher for help.
2. “In progress” or “Incomplete” reports will usually be sent at interim and report card time to students at risk of failing a course. The “I” reports will have an action plan in place for students to complete outstanding work by a certain date. Please read these reports and make sure the student has finished the plan. Should you have any questions or concerns prior to the interim, please contact the teacher at the school.
3. **It is the student’s responsibility to find out what they missed during an absence and to get caught up.** Assignments make up the bulk of the study material needed for tests, therefore, students should always try to answer the questions and submit them on time.

MISSED TESTS AND TEST RE-WRITES: *If a student misses a class when a test is given, regardless of the reason, it is at the teacher’s discretion whether the student will be allowed to write at another time convenient for the teacher. If the absence is unexcused, the student will not make up the test.*

*In the case of a test missed due to excused absence, **the parent must phone the teacher directly** to discuss the reason for the absence; **a hand-written note or email will not be sufficient.** In the case of planned and or extended absence (e.g., vacation or wedding), students must communicate with the teacher as early in the semester as possible in order to arrange for alternate test dates. Keep in mind that teachers may choose not to offer alternate test dates.*

*Opportunities for test rewrites will be offered at each individual teacher’s discretion. Each teacher will communicate his/her policy on test re-writes. Students in senior level classes should expect that there will be **NO re-writes and NO make-up tests for missed tests regardless of the reason for the absence!***

EXTENDED ABSENCES: We strongly discourage removing students from classes for an extended holiday as this puts the student at risk of failing their courses. Students will have to write their missed exams on the day chosen by the teacher, not the student.

4. **Safety** is of paramount concern in the science lab. All students are required to achieve 80% or higher on a safety test and submit all completed safety paperwork (i.e. safety contract and contact lens letter) prior to doing any labs. Failure to behave in a safe manner or disobeying lab safety rules at anytime throughout the year will revoke the student’s lab privileges. Make-up safety assignments and a change in attitude are usually required for a student to resume doing lab work.

5. Academic Misconduct Policy:

Academic dishonesty is unfair and discouraging to the majority of students who pursue their studies honestly. Students engaging in any of the following behaviours will be considered cheating:

- a. Using any type of device/books or cheat sheets. Cell phones and devices will be handed in to the teacher before an assessment has taken place and bags/jackets will be put at the back of the classroom. Students will not have access to the washroom or the bags/cell phones until all students are done the test.
- b. Communicating with other students for any reason and in any manner during the exam.
- c. Exposing written papers to the view of other students. The plea of accident or forgetfulness shall not be received.
- d. Continuing to write after the instruction to stop writing has been given.
- e. Taking any examination material from the examination room at any time without permission of the course teacher.
- f. Plagiarism (presenting the work of another person as your own or allowing another person to present your work as their own).

Both cheating and plagiarism are dishonest, unethical and violate the value of learning and the integrity of our school community. As such, students caught cheating will be open to disciplinary action including a referral to the office as well as suspension for repeat offences. Students will not be given credit for any assessment written under these circumstances. In addition, students *may* or *may not* be offered a second chance to complete the assessment task in which cheating took place.

If you have any other questions or concerns about your child, please call us at 604-595-8890 and ask for Mrs. Mangat. We hope you and your child will have a successful, safe and fun year in science.

Sincerely,

Panorama Ridge Science Department

I have read and understand the above science department policies.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____