



Roslyn UFSD Science Department

Laboratory Report Policy for Grades 8-12



Student's name: _____ Date: _____

Science class: _____ Teacher's name: _____

Laboratory work is critical to understanding the processes of science, and there are New York State Education Department minimum laboratory requirements to grant permission for a student to sit for any science Regents examination. Please take note of the following policy regarding the submission of laboratory reports:

1. All laboratory reports are to be completed and submitted on the date specified by the teacher.
2. Lab reports may be submitted up to five school days after the due date, but will be penalized ten points for lateness (e.g. 95 to 85 or 80 to 70).
3. Lab Reports not submitted within five school days of the due date will receive a grade no higher than 60.
4. Failure to complete two thirds of the lab reports in a satisfactory manner in a quarter, or year, will result in a failing grade in the course for that quarter, or year.
5. Any make-up labs must be conducted and submitted within five classroom days of a student's return from an excused absence. Labs may be made up on Mondays, Wednesdays, and Thursdays during extra-help sessions by making prior arrangements with the teacher.
6. In accordance with New York State Education Department regulations, students who do not meet the minimum state Regents laboratory requirement cannot sit for the Regents examination. Each student's laboratory reports must be maintained on file in the school to provide evidence of completion of at least 1200 minutes of hands-on laboratory work.
7. To provide for positive early parent intervention, when two or more laboratory reports are more than five days late per quarter, parents will be notified in a timely manner. If the problem persists, it will be reflected on the interim report. A log of such notification will be kept by the teacher.

This policy will be discussed with each class at the beginning of the school year.

I have received and have read the above "Laboratory Report Policy". I understand that I will be responsible for following these rules.

Student's signature _____ Science teacher _____ Date _____

Parent's signature _____