

**Mrs. C. Smith**  
**Physics/Chemistry/Honors Physical Science**  
**Policies and Procedures for Students**

**Policies**

**Classroom Rules:**

- Be respectful to classmates and the teacher. #benice
- Be prepared and ready to learn every day. #nofreedays
- “Safety first” in the classroom and laboratory. #nohorseplay  
***You must use the restroom closest to your classroom have a written pass before you exit.***
- Sit in your assigned seat and begin working on the journal before the tardy bell.  
#classtartswheyouentertheroom
- Follow all Smiths Station High School and Lee County handbook rules. #stayoutofISS
- Food and drink are **not allowed** in the classroom. *Only bottled water in plastic or metal containers allowed during lunch. Water fountains are available for refills.* #askfirst
- A school Chromebook is required for all classes this year. You must complete the online form prior to check-out from the library. Cell phones and air pods/ear buds **will not be permitted** during class.
  
- **Failure to follow these rules will result in the following consequences**
- 1st offense- Verbal Warning
- 2<sup>nd</sup> offense- Written Warning
- 3<sup>rd</sup> offense- Contact Parent/Guardian
- 4<sup>th</sup> offense- Referral to Office

**Classroom Procedures**

- **Beginning Class:** Students should be in their assigned seats when the tardy bell rings. Everyone should immediately be seated and complete the journal assignment daily (graded every Friday). Any assignment that is due should be placed in the box at the front of the room as you enter/exit the class. Students should preferably submit some assignments electronically on Google Classroom.
  
- **Checking attendance:** While students are completing the journal, attendance will be checked. Students should be in their assigned seats. Any student absent due to COVID/Quarantine, must complete assignments posted to Google Classroom.
  
- **Tardiness:** Students need to be in the classroom when the bell rings for class. Students who enter the class after their class bell rings will be marked tardy. Tardiness will be dealt with as outlined in the Panther Pride handbook.
  
- **Restroom and water:** ***You must use the restroom closest to your classroom prior to class. Water fountains are available to refill water bottles!*** (It is at my discretion when any student leaves the room at any time.)
  
- **Absences:** Make-up work is in accordance with school policies. READ THE HANDBOOK CAREFULLY. Work missed for **EXCUSED** absences can be made up. The majority of missed labs **cannot be made up** but will have an equivalent assignment to replace the lab. Tests will have to be made up before or after school as well. It is the **STUDENT’S RESPONSIBILITY** to secure make-up work and/or check Google Classroom. Any **UNEXCUSED** absence will result in a grade for zero for each assignment missed.
  
- **Make-up Work:** Students should access **Google Classroom** for make-up work. If a printed assignment is provided, students will obtain these from their journals upon return. All assignments will be stamped with a return date. No late work will be accepted beyond the three-day excused absence period.

Should a student be required to quarantine, work can be accessed and completed on Google Classroom along with classmates.

- **Late Work:** For every day that a **project** is late there will be a deduction of 5 points. Projects received later than 5 days will receive a **zero**. NO late homework, classwork or labs will be accepted unless it is for an excused absence within the three-day make-up period. A due date stamp will be provided on the assignment.
- **Incentives:** Students will have several opportunities to earn bonus points on tests and practice quizzes. These will be related to standards we are learning.
- **Labs:** On lab day, I expect all students to follow **ALL** safety protocol. Violating safety rules will result in the student not completing the lab and getting a zero for a grade. A lab report will be required for each lab. The format for the lab report will be given in class. Students who continue to violate safety rules will lose lab privileges. Those students will be given alternative assignments to complete in class. A signed safety contract must be on file before a student can enter the lab.
- **Assignments, Daily Work, Tests:** A test will be given about every week. These tests will be announced at least 2 days ahead of schedule. Other assignments will be given throughout the semester and I expect them to be finished by the deadline given. Journals will be part of a student's grade in the quiz category. At least once every 9 weeks a student will receive an article to read and answer questions. Assignments will be graded for either informal assessment or accuracy.
- **Notes:** I will continue to post video lessons on Google Classroom. Students can view these as often as necessary throughout the nine weeks. Assignments will be available on Google Classroom along with any worksheets or projects as well.

Dear Parent or Guardian, and Student,

Hi! I would like to welcome you into my class. My name is Chere' Smith; I am starting my 23<sup>rd</sup> year, 22<sup>nd</sup> year with Lee County Schools. This will be my twelfth year teaching high school; my eleventh year at Smiths Station High School. I will be teaching Chemistry, Physics and Honors Physical Science. In these classes there is a strong emphasis on inquiry learning through lab experiences and the use of technology. It prepares students for college physical sciences and the advancements in our society. Science is something I have loved since my own high school years and decided to share my passion with others through teaching. Just a couple of my hobbies are scrapbooking, reading, photography and traveling. Now that I have introduced myself, I will tell you about my policies and procedures in the classroom.

My policies include:

- Be respectful to classmates and the teacher. #benice
- Be prepared and ready to learn every day. #nofreedays
- "Safety first" in the classroom and laboratory. #nohorseplay  
***You must use the restroom closest to your classroom before class. You must have a written pass during class.***
- Sit in your assigned seat and begin working on the journal before the tardy bell.  
#classtartswheyouentertheroom
- Follow all Smiths Station High School and Lee County handbook rules. #stayoutofISS
- Food and drink are **not allowed** in the classroom. *Only bottled water in plastic or metal containers allowed during lunch. Water fountains are available for refills.* #askfirst
- A school Chromebook is required for all classes this year. You must complete the online form prior to check-out from the library. Cell phones and air pods/ear buds **will not be permitted** during class.

If the policies are not followed the disciplinary actions are as follows:

- 1<sup>st</sup> offense- Verbal Warning
- 2<sup>nd</sup> offense- Written Warning
- 3<sup>rd</sup> offense- Contact Parent/Guardian
- 4<sup>th</sup> offense- Referral to Office

My grading scale will be:

- A 90-100%
- B 80-90%
- C 70-80%
- D 60-70%
- F <60%

**Percent Grade Breakdown will be in accordance to the Lee County Grading Policy.**

Each semester counts 45% of the student's grade. A midterm will be given at the end of Semester 1. A cumulative final will be given at the end of Semester 2.

- **Labs:** On lab day, I expect all students to follow **ALL** safety protocol. Violating safety rules will result in the student not completing the lab and getting a zero for a grade. A lab report will be required for each lab. The format for the lab report will be given in class. Students who continue to violate safety rules will lose lab privileges. Those students will be given alternative assignments to complete in class. A signed safety contract must be on file before a student can enter the lab.
- **Assignments, Daily Work, Tests:** A test will be given about every week. These tests will be announced at least 2 days ahead of schedule. Other assignments will be given throughout the semester and I expect them to

be finished by the deadline given. Journals will be part of a student's grade in the quiz category. At least once every 9 weeks a student will receive an article to read and answer questions. Assignments will be graded for either informal assessment or accuracy.

- **Notes:** I will continue to post video lessons on Google Classroom. Students can view these as often as necessary throughout the nine weeks. Assignments will be available on Google Classroom along with any worksheets or projects as well.

If there are any questions or concerns I can be reached by e-mail: **smith.chere@lee.k12.al.us** or by phone by calling the school and leaving a message. I will return phone calls during my planning period or after school. During the semester there will be a test on each chapter. Students will also be assigned one project due during the semester. If projects are late there will be a 5 point deduction per day late. After five days the assignment will no longer be accepted and the student will receive a zero on the assignment. I will not accept late homework, classwork or labs. If it is an excused absence we will refer to the student handbook for procedures. There are few items that your child will need for my classroom:

### **Supply List**

- Three Ring Binder (1.5-2 inch)
- Standard or college rule loose-leaf notebook paper
- Scientific Calculator (Required)
- Pencils and pens
- Graph paper
- Composition (Bound) Notebook
- Physics Course Fee: \$20
- Honors Physical Science Fee: \$10
- Chemistry Fee: \$10
- Physical Science Fee : \$5

**Mrs. C. Smith's Technology Sheet**  
**Chemistry, Physics and Honors Physical Science**

Throughout the school year, we will be using different websites in this class. Below is a list of these websites. Three of them require students to have an account. I have provided instructions for students to create an account.

- **Khan Academy**
  - Has chemistry and physics videos for additional instructional purposes.
- **Youtube**
  - Short clips for instructional purposes.
- **Google Classroom**
  - Students will respond to questions, submit classwork and homework and receive notes and make-up work from the website. This will also be used at different times in the classroom to receive instant feedback on how students are understanding concepts.
- **Nearpod App**
  - Students will use this app to follow along during class lessons.
  - Students should download the free app.
- **Remind.com**
  - I encourage all parents and students to sign up for this. This will allow me to send out a text message (or email) for reminders for homework assignments or tests. Students will not see my phone number, and more importantly I will not see theirs.
  - Enrollment codes can be found on Google Classroom under "Class Informaiton".
- **Quizlet.com or Quizlet APP**
  - On this website students can create decks of flashcards to study key concepts and vocabulary. Students can also study sets created by the teacher. There are additional apps available to import these flashcards for mobile devices as well.  
**App for Android Device: *Flashcards+*    App for Apple Devices: *Flashcards Deluxe***
- **Diagnoser.com**
  - This website will be used for student assessment of content throughout the year, mostly in Physics.

**C. Smith: Chemistry/Physics/Honors Physical Science**  
**Acknowledgement of Classroom Policies and Procedures**

*Parents/Guardians,*

*Please read the parent letter, policies and procedures, and technology sheet your child received in my class. Then read below, sign, and return by **Friday, August 11th**.*

I have read and understand the policies and procedures in this class.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name(Print) \_\_\_\_\_

**Parent/Guardian Contact Information**

**Father**

**Mother**

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Forms/Assignments Checklist**

- 1. This Acknowledgement of Classroom Policies and Procedures Form (Signed by student and parent)
- 2. Lab Safety Contract (Signed by student and parent)
- 3. Join Remind text messages using your class code (See Google Classroom-Class Information).
- 4. Join Google Classroom using code provided during class or via student email invitation.

## **Mrs. Smith's Classroom procedure:**

**Beginning Class:** Students should be in their assigned seats when the tardy bell rings. Everyone should immediately be seated and complete the daily journal (graded every Friday). Any assignment that is due should be placed in the box at the front of the room as you enter/exit the class. Students should preferably submit some assignments electronically on Google Classroom.

**During Class** – All class work and labs will be turned into Google Classroom preferably or the box at the front of the class on the way in or out. During class students should have their notebook, journal, pencil/pen, and calculator (when needed). Homework assignments will be given at the end of the class. Students should not leave their seats and face the front at all times.

**End of Class-** Approximately 3-5 minutes before the bell is scheduled to ring students should copy down any homework assignments from the board and turn in any assignments that were passed out during class as they exit. Most days will also include an exit slip related to the lesson. Students should then prepare to leave by cleaning up their desk area (or lab area) and packing up their books. **DO NOT LEAVE YOUR DESK UNTIL DISMISSED. WE DO NOT STAND AT THE DOOR!**

**Passing out papers-** Papers will be passed back within 48 hours for time to grade. Projects will take longer.

**Labs:** On lab day, I expect all students to follow **ALL** safety protocol. Violating safety rules will result in the student not completing the lab and getting a zero for a grade. A lab report will be required for each lab. The format for the lab report will be given in class. Students who continue to violate safety rules will lose lab privileges. Those students will be given alternative assignments to complete in class. A signed safety contract must be on file before a student can enter the lab.

**Videos:** Videos will be used rarely in my class and only as reinforcement of topic. Most videos will include a worksheet to help students with the key points in the video. Sometimes there will be a quiz on the videos. Any videos that will be shown will be projected through the computer or in groups using the Chromebooks.

**Group Work:** Groups will be assigned by the teacher and each student will have a defined role for the group.

**Seating Assignment:** I will complete the seating assignment and students will be placed in alphabetical order. I reserve the right to move students when I feel it is necessary to minimize class disruptions and maximize student learning.