

Course Syllabus Fall 2024
Ms. Koehler (Room 238A)
Science

Science Department's Grade Breakdown

Assessments:	60%
Daily Work:	40%

Contact Information

Preferred Method of Contact: koehler.hannah@lee.k12.al.us

- I will respond Monday through Friday 8:15 - 4:15 EST

School's Phone Number: 334-664-4060

- This is the number for the front office. They can direct you to my school phone.

Google Classroom:

Parents can be invited to their child's Google Classroom to monitor progress. Please note that the grade in Google Classroom may not be the same as in PowerSchool. The grade reflected in PowerSchool will be your child's official grade. **It is recommended that you have your child's PowerSchool login information to check their grades regularly.**

- 1st Block Physical Science Google Classroom Code: e77wvj6
- 2nd Block Physical Science Google Classroom Code: fgkirny
- 4th Block Physical Science Google Classroom Code 2zm66fl
- YL Plant Biotechnology Google Classroom Code: 4cn5ejk

Classroom Rules

1. All electronic devices (except Chromebooks), such as cellphones and/or earbuds, must be put away before entering the classroom. NO EXCEPTIONS. You will receive one verbal warning. If you are found to be on your phone or other electronic devices while unauthorized to use technology, it will result in a referral.
2. Be prepared to learn when the bell rings. This means having your supplies ready and Chromebooks open to the Google Classroom daily.
3. Students are to stay on task when using technology. This includes cell phones, tablets, Chromebooks, laptops, etc. No venturing off to other websites/applications not relevant to the assignment.
4. No cheating. Students must conduct themselves with academic honesty. Any student(s) caught cheating will receive an automatic zero.

5. Respect others; keep hands, feet, insults, and other objects to yourself. Bullying or discrimination of any kind will not be tolerated.
6. No eating. No drinking (except water)
7. Stay in their assigned seat.
8. No grooming or sleeping.
9. Do not work on any other subject during class unless given permission to do so.
10. Appropriate language will be used.

Disciplinary Action

1. First offense - Verbal warning
2. Second offense - A phone call or email home
3. Third offense -Parent/Student/Teacher/Admin Conference

****A severe behavioral offense will result in an immediate office referral****

Classroom Policies

Chromebook - You must come to class with a functioning Chromebook and a **CHARGER!** If you come to class without your Chromebook or a dead Chromebook, you will receive a **zero** on the assignment and/or test for that day. Be PREPARED for class; otherwise, you can't participate in class. If you lose or break your Chromebook, see Ms. Dunn in the Media Center before or after school or by her schedule (you must have a pass to enter the building). It is your responsibility to ensure your device is in working order.

Tests/Quizzes - You will be informed of a test at least two days in advance. A weekly agenda posted on the back whiteboard will inform you of any assignments and assessments for the upcoming week. If you are absent the day before a test but are present the day of the test, you are required to take the test. If you are absent the day of the test, the test must be made up within three days if you have an **excused** absence. An **unexcused** absence will result in a grade of zero on any assessment. Please be at school no later than 8:15 AM Eastern Standard Time to make up the test or quiz. By appointment only.

Homework - I rarely assign homework. The only homework you will have will be incomplete classwork. If any class time is allotted to work on the assignment, no student may "save" the assignment to work on at home. Failure to be on task may result in disciplinary action.

Warm-ups - A warm-up will be given daily. You will turn in the warm-up via Google Classroom, and then we will go over the warm-up in class. At the end of the week, it will be entered into the grade book as a daily work grade. If you are absent, you should check Google Classroom for the warm-up and complete it.

Classroom Procedures

Entering the Classroom

Students should be in their seats when the bell rings. Students who enter the classroom as the bell rings or after the bell rings will be marked tardy. Any student not in their assigned seat when the bell rings will be tardy. Immediately get your supplies ready and begin on your bell ringer.

Tardy to Class – Students that enter the classroom after the bell will be considered late and marked tardy for that day. Students who arrive on time, but place their belongings in their seats, leave the classroom again, and then arrive late will be marked tardy. Tardiness will be dealt with as outlined in the student handbook. Please be advised, as of this year, the school's tardy policy has changed. Students will receive a referral once they reach **four** or more tardies.

Leaving the Classroom

Students may only pack up to leave once instructed to do so. DO NOT CROWD MY DOOR.

Bathroom Passes: Only **ONE** student may leave the room at any given time. You must use the restroom closest to the classroom. We have restrooms directly to our right. You may not go to the restroom within the first ten minutes of class, the last ten minutes of class, or when the teacher is giving direct instruction. The students are responsible for managing the order in which people leave the classroom. Students must use eHallPass to sign in/out of the room. ****I reserve the right to change the current bathroom policy at any given time if students are misusing this policy****

Absences - Makeup work is in accordance with Smiths Station High School and Lee County policies. Work missed for **excused** absences can be made up. An in-class activity will need to be made up before or after school by appointment only. If the activity cannot be made up, then an equivalent assignment will be given to replace the activity. Tests will have to be made up before or after school. If an absence is planned (field trip, athletic event, band competition, etc.), it is your responsibility to give me notice and get the work before you leave. **It is due upon return to the school.** If a test or lab is missed, the student must stay after school the day you return from the event to make up those assignments. If I have a scheduling conflict, we will plan for another time. Tests must be made up before or after school within **3 days** of the absence. Students can make up tests or quizzes at 8:15 AM Eastern Standard Time or after school. You must schedule an appointment with me and receive a pass to enter the building. Make sure you plan ahead to make up a test. You are responsible for ensuring that our schedules align and a meeting is planned. Any work not made up within three days will receive a grade of zero.

Excused vs. Unexcused Absences: It is the student's responsibility to turn in a note for an absence within 3 days of returning to school. Absences are not automatically excused.

Unexcused absences will result in an automatic zero on missed work, including labs and tests. Please be advised, parent notes can be used to excuse absences for five missed school days (per semester). However, this does not mean five total notes. For example, if you are absent for five consecutive days (using only one parent note), you have exhausted your parent note limit for your next absence to count as excused.

Labs: On lab days, I expect all students to follow **ALL** safety protocols. Violating safety rules will result in the student not completing the lab and getting a zero for a grade and receiving potential disciplinary action.

Supplies – Students are expected to come to class with their supplies. Students must have the following supplies daily: Chromebook, Chromebook charger, notebook, pencil/pen, scientific calculator, and completed assignments. We will utilize 1-1 technology heavily in this class. You are responsible for ensuring that your devices are charged and in working order.

Late Work – I do not accept late work unless it is due to an **excused** absence. Unexcused absences will result in a grade of zero for all assignments, including labs and tests.

Electronic Devices – All cell phones, earbuds, headphones, smart watches, etc., must be put away before entering class. If you are caught using unauthorized electronic devices, you will receive a write-up. The only exception to this rule is if the teacher allows the student to have their devices out. There may be times when students may use their electronic devices.

Extra Help – I will be here before school at 8:15 Eastern Standard Time in the mornings for students needing extra help, makeup work, and detentions. I will only be available by appointment. Please ask at least the day before any help is needed. You must have a pass to enter the building in the morning.

Supply List:

- Chromebook
- Chromebook charger
- Scientific calculator - You can use the same one from your math class or one like the TI-30XIIS or TI-30XS. It does **not** have to be a graphing calculator. Students are NOT permitted to use their cell phones as calculators.
- Notebook or loose-leaf college-ruled paper
- Pencils/pens
- Colored pencils
- Earbuds compatible with the Chromebook

Fall 2024 Syllabus Signature Page
Ms. Koehler

Block _____

Student Signature

_____ I have read the syllabus for this course and understand its policies and expectations.

Print Student Name

Student Signature

Parent/Guardian Signature

_____ I have read the syllabus for this course and understand its policies and expectations.

Print Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Preferred Phone Number

Parent/Guardian Preferred Email

If you have any questions at this time or throughout the year, please feel free to contact me.
koehler.hannah@lee.k12.al.us

I look forward to a wonderful semester!