

## **Mrs. Homburger**

### **Policies and Procedures for Chemistry Students**

Dear Parent or Guardian and Student,

Hello! My name is Mrs. Kristy Homburger and I would like to welcome you to my class. Chemistry is a strong passion of mine and I have been teaching it at either the high school or college level for many years now. Chemistry is a “hands-on” course to introduce the student to the structure of matter, its changes and the energy involved in these changes. A comprehensive approach to learning will be emphasized. The course will be rigorous, but if the student works very hard they should not have difficulty passing the class with a C or higher. My philosophy is that every student who enters my door has the capability of earning an A or B in Chemistry if they are willing to do the work. The course will require dedication and studying. I will use Google Classroom to post any announcements, important dates, and an outline of my notes.

#### **Policies**

##### **Classroom Rules:**

- No excuses
  - Students are responsible for their own learning.
  - Follow safety protocol
  - Follow all Smiths Station High School and Lee County rules
  - If you did not do your work, admit it and learn from it!
  - No cheating!
- Work hard
  - Be on time, on task and prepared to learn every day!
  - Students will start the daily question as soon as they can sit down at their desk
  - Keep electronics PUT AWAY!
    - No texting or social media on your phone or smart watch!
    - Phones are to stay in the pocket on your desk or in your backpack.
    - Only use chromebooks for assigned work
  - Do your own work. Ask questions!
  - Learning is hard, failing is easy.
- Show Respect
  - Students will sit in their assigned seats
  - Respect the teacher, the classroom, other students and yourself
  - Clean up after yourself
  - Do not come to school showing signs of COVID!

##### **Failure to follow these rules will result in the following consequences\*<sup>+</sup>**

- 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
- \*Failure to follow basic classroom management rules have those consequences. Violation of major school or Lee County rules will result in an office referral.
- <sup>+</sup>If you are caught using your phone/smart watch, below are the following consequences as written in the Smiths Station High School Student Handbook:
  - 1st offense - warning
  - 2nd offense and on - written office referral for defiance

#### **Classroom Procedures**

- **Beginning of class:** Students should be in their seats when the bell rings. Students who enter the class as the bell rings or after the bell rings will be marked tardy. Tardiness will be dealt with as outlined in the student handbook. Students should immediately start on their bellringer.
- **Restroom and water:** Students will not be issued bathroom passes as of right now, but I reserve the right to issue them at some point in the semester if I feel like students are leaving my room in excess. It is to my discretion if any student leaves the room at any time. Students may not leave the room the first or last 15 minutes of class unless it is an emergency. Students are

required to go to the bathroom closest to my room. Students should bring their own water bottle from home. Students must have a physical pass to leave my classroom. They also must sign out and back in the log book.

- **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. 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 as well. If an absence is planned (field trip, athletic event, band competition, etc.), students are to give me notice and get the work before they leave. **It is due upon return to school.** If a test or lab is missed, the student is to stay after the day upon return to make those up. (If I have a conflict, we will reschedule the time.) Makeup work is posted on Google Classroom. Tests have to be made up before or after school within **3 days**. I will be at school in the mornings by 8:15 and can stay after school only 3 days a week. If a student cannot stay in the afternoons due to no way home or after school practice, and/or they don't get to school early enough to make it up (due to the bus, not because a student doesn't get up early enough), then other arrangements need to be made with me. For before school, you must have a written pass or a message on Remind. In other words, you must plan ahead to be able to make a test up. I do have meetings from time to time, so students should always check to see if I am available.
- **Class time:** Class time will only be utilized to make up missed tests or activities when there is no way for before or after school. Keep in mind that if students are using class time to make up work, then they are missing what is currently being taught.
- **Extended absences:** Students who are absent for an extended time should keep up with the class on Google Classroom as much as possible. Lectures, assignments, etc. will continue to be posted on a daily basis. When the student returns from the extended absence, we will discuss a timeline for making up any missed tests.
- **Excused vs. Unexcused absences:** It is the responsibility of the student to turn in a note for an absence within 3 days of returning to school. Absences are not automatically excused. Unexcused absences result in automatic 0's on missed work, including tests.
- **Test on day of return:** If a student misses the day before a test, that student will be expected to still take the test with their class. Tests are announced days ahead of time, and rarely is new material taught the day before a test.
- **Holidays:** Please be advised that it is common for me to give a test right before a long break (i.e. Thanksgiving, Spring Break). I do this to have a clear cut on material and not require the students to take a test immediately upon return.
- **Late Work:** For every day that an assignment, such as, research paper, project, or lab, is late there will be a deduction of 10% per day (a weekend counts as one day). Work received later than 1 week will receive a **zero** on that assignment. **NO late homework or classwork will be accepted.**
- **Labs:** On lab day, 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. Students who continue to violate safety rules will lose lab privileges. Those students will be given alternative assignments to work in class. Quizzes may be given before the lab to ensure that the lab was read before class, or given after the lab to ensure understanding of the material.
- **Assignments, Daily Work, Tests, Group Work, Quizzes:** A test will be given about 1.5 – 2 weeks. These tests will be announced at least 2-3 days ahead of schedule. Other assignments will be given throughout the year and I expect them to be finished by the deadline given. Any graded bellringers will be entered into the daily work category. At least once every 9 weeks a student will receive an article to read and answer questions. Assignments will be graded for either completion or accuracy. It will not be announced ahead of time which way it is being graded. During group work, I expect every member to be productive. Quizzes will be given occasionally throughout the year. These quizzes will usually be announced and be relatively short in length. If a student misses the day before a test, that student will be expected to still take the test with their class. Tests are announced days ahead of time, and rarely is new material taught the day before a test. **Missed tests must be made up before or after school. Class time is not to be used to make up tests. (See above)**
- **Classwork and Homework:** Assignments can consist of many different items including, but not limited to, daily work and bellringers. Homework will only be given as needed for additional practice, which means that students may not have it every day. These problems will not always be taken up. If a student does not do this work then they are potentially hindering their understanding of the subject matter. Students should review their notes every night from the class that day.

- **Grading Policy:** The grading policy set by the Lee County School System will be followed for all classes. A cumulative final, counting 10%, will be given at the end of the semester. Smiths Station High School exam exemption policy as given in the student handbook will be followed. Grading percent breakdown for each class follows:

**Assessments: 60%**

**Daily work: 40%**

- **Cheating/Honor Code:** All students and parents must understand that cheating/copying is taken very seriously and absolutely will not be tolerated in this class. Students are always expected to complete and turn in **THEIR OWN WORK**. **Zeros will be given for all instances of cheating/copying.** This **INCLUDES BUT IS NOT LIMITED TO:**
  - Copying all or a portion of another student's work
  - Allowing another student to copy all or a portion of your work
  - "Working together" on assignments designated as individual work
  - Completing group work by delegating and copying answers or anything similar
  - Taking, posting or sharing information such as pictures, answers, questions, hints, etc. via group messages or any type of social media
  - Utilizing information such as pictures, answers, questions, hints, etc. via group messages or any type of social media
  - Turning in work that is in handwriting other than your own
  - Looking answers up online for any assignments
  - While in group work, letting one person answer the questions and everyone else just copy
  - Going to another group to get answers
  - When doing test corrections, asking someone else if they got the answer correct and what was it
  - **REMEMBER: SHARING=CHEATING!**

Please understand cheating or copying on PART of an assignment will result in a grade of "0" for the ENTIRE ASSIGNMENT. Assignments given zeros for cheating/copying cannot be made up. Distinctions will NOT be made between those who copy and/or cheat and those who *ALLOW* others to copy or cheat off them. Even *suspicion of cheating* on tests or other major assessments will at the very least, result in an alternate test being required at the teacher's discretion. Mrs. Homburger reserves the right to further define and penalize cheating/copying as needed.

- **Tutoring:** Tutoring is available before or after school. For before school, you must have a written pass or a message on Remind. In other words, you must plan ahead to receive tutoring before school.
- **Textbooks:** Textbooks are not used. Textbooks are not needed since the teacher provides all the material needed.
- **Technology:** Students are responsible for following all school rules when using school Chromebooks. Students who mistreat the equipment will be held responsible. ***Students who are using a device inappropriately or when they are not allowed will be dealt with according to the guidelines of Cell Phone Violations as outlined by Lee County and Smiths Station High School. IF THE DEVICE IS USED FOR CHEATING ON A TEST OR QUIZ, IT IS AN AUTOMATIC ZERO. NO CELL PHONES ARE TO BE USED DURING CLASS TIME!!!!***

If there are any questions or concerns I can be reached by email at [homburger.kristy@lee.k12.al.us](mailto:homburger.kristy@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. I will contact you at least once every nine weeks. Grades are updated at least once a week.

Contact information from parents will be gathered from PowerSchool. If parents would like to add additional contact information, they can email me above. If you have not heard from me by the end of the first nine weeks, that means I have tried contacting you and have been unsuccessful in reaching you. Please contact me at the email address above.

An acknowledgement form with signatures has been handed out. This acknowledges you have received and read my policies and procedures. The student and parent/guardian need to both print and sign that form and return ASAP. You will keep this document.

The Remind code for my class is below. Please use the correct class code. You can input the code into the app or text the code to the number 81010.

1st block: @chm-f23-1

2nd block: @chm-f23-2

4th block: @hchm-f23-4

## **Safety**

- **Evacuation Route**
  - A copy of the evacuation route is posted in my classroom.
- **Severe Weather**
  - In case of severe weather, my classroom has been deemed a safe room to be in. Students remain in my classroom and go towards the innermost wall.
- **Lockdown Procedures**
  - We will follow school guidelines on what to do during a lockdown procedure.
- For safety at all times, my classroom door is kept locked.
- Students are well versed on what to do in an emergency. The school has drills where students get acquainted with the procedures.
- Students are also taught what to do in case any emergency procedure happens while we are in the lab.

## Supply list: (all classes)

- Three Ring binder or folder to keep handouts in
- Loose leaf notebook paper
- Scientific calculator
- Pencils/Pens
- Course Fee for lab/activity materials:
  - Chemistry: \$10.00
  - Honors Chemistry: \$20.00
- School issued chromebook
  - To be brought every day and charged (or have charger with you)

**Acknowledgement of Classroom Policies and Procedures**

**Mrs. K. Homburger  
Chemistry and Honors Chemistry**

*Parents/Guardians,*

By signing below, you are indicating that you have read and understand the policies and procedures for Mrs. Homburger's Chemistry or Honors Chemistry class.

Student Name (Print): \_\_\_\_\_

Class Block: \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

*If there is any information (medical or non-medical) that you, as a parent/guardian, feel could potentially affect your child's learning in my class, or hinder them in any way, please write that information below. If you do not want to write it below, please email me the information. It will be kept in the strictest confidence.*