

Mrs. Homburger
Chemistry/Pre-AP Chemistry/AP Chemistry
Policies and Procedures for 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 my class website to post any announcements, important dates, and an outline of my notes.

Policies

Classroom Rules:

- Be on time, on task and prepared to learn everyday! (#nofreedays)
- Respect the teacher, the classroom, other students and yourself. (#benice)
- Be responsible for your own learning. (#quitcheating #workhard)
- Clean up after yourself and your peers. (#notyourmom)
- Keep all personal electronics PUT AWAY (#onlywithpermission #notexting #notweeting #nopictures)
- Be safe at all times in the classroom and laboratory. (#nohoresplay #weargoggles)
- Students will sit in assigned seats and begin the bellringer prior to the tardy bell.
- All Smiths Station High School and Lee County rules should be followed.
- Food is not allowed in the classroom. Bottled water is allowed at teacher discretion.

Failure to follow these rules will result in the following consequences

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

Classroom Procedures

- **Beginning Class:** Students should be in their seats when the bell rings. Everyone should answer the bellringer question. The bellringer will be posted on the board. A bellringer quiz will be given every 4.5 weeks. Graded work will be returned during this time. Any assignment that is due will be turned in at this time in the turn in box for the specific class period.
- **Checking attendance:** While students are completing the bellringer attendance will be checked. Students should be in their assigned seats.
- **Tardiness:** Students need to be in the classroom when the bell rings. Students who enter the class after the bell rings will be marked tardy. Tardiness will be dealt with as outlined in the student handbook.
- **Restroom and water:** Students will be issued 3 bathroom passes per 9 weeks. Dates will be marked on a clipboard on my desk when students go to the restroom or to get water. (It is to my discretion if any student leaves the room at any time.)
- **Absences:** Make up work is in accordance with Smiths Station High School and Lee County policies. Work missed for excused absences can be made up. Labs need to be made up the next day before or after school. If the lab cannot be made up, then an equivalent assignment will be given to replace the lab. Tests will have to be made up before or after school as well.
 - **Planned Absences:** If your absence is planned (field trip, athletic event, band competition, etc.), you are to give me notice and get your work before you leave. **It is due upon return to school.** If a test or lab is missed, you are to stay after the day upon your return to make those up. (If I have a conflict, we will reschedule the time.)
 - **Make-up Work:** Make-up work can be located in the make-up binder and folders labeled for each subject/day. The binder will contain the content covered each day in class, and the folders will include anything handed out.
 - **Make-up Test:** Tests have to be made up before or after school within **3 days**. I should be at school by 8:15 and plan to stay until 4:30 every day. 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.

- **Late Work:** For everyday that an assignment, such as, research paper, project, or lab, is late there will be a deduction of 5 points per day. Work received later than 1 week will receive a **zero** on that assignment. NO late homework or classwork will be accepted.
- **Incentives:** Students will have opportunities to earn bonus points on tests and practice quizzes throughout the nine weeks.
- **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 write-up will be required for most labs. The format for the lab write-up will be given in class. 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. Lab safety and cleanup will be built into the lab grade.
- **Assignments, Daily Work, Tests:** A test will be given about every 2-3 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. Bellringers earn two grades and will be entered into the homework/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 completion or accuracy. **Missed tests must be made up before or after school. Class time is not to be used to make up tests.**
- **Classwork and Homework:** Assignments can consist of many different items including, but not limited to, daily work and bellringers. Homework will be assigned a few times a week, but may not be collected every day. The majority of the homework assignments should take 15 minutes or less per day. Homework quizzes will be given at times instead of taking up homework assignments. This will not be announced ahead of time. It is to the student's benefit to complete the homework themselves and not copy.
- **Quizzes:** Quizzes will be given occasionally throughout the year. These quizzes will usually be announced and be relatively short in length.
- **AP Students:** AP Chemistry is a college level class and will be taught as such. Students are expected to keep up with the pace. AP students will have more work out of class and are expected to complete it. The expectations for AP students were detailed on the AP Letter of Understanding that all AP students will receive at the beginning of the school year. A copy of this letter will be posted on my website for reference. In order to be successful on the AP exam students **must** study on a nightly basis. I also recommend buying a study book in the spring semester for extra study materials.
- **AP Chemistry notes:** They will be posted online at least 2 days before they will be taught in class. I will not print these for the student. The student may print these and bring them to class to use during lecture. *Note: If a student is unable to print these notes or at home due to financial reasons or other major reasons, please come and see me. We will make arrangements to make sure you have the notes.*
- **AP Chemistry tests:** They are different in format and length than most students have seen before. As a result, grades tend to be lower on the first test until students are able to adjust to the different testing methods. Tests are times in order to prepare them for the actual AP test.
- **Notes:** I will post an outline of the notes (and occasionally the PowerPoints) on my website. Students can print off the outline to the notes and bring it to class to help them during lecture.
- **Grading Policy:** The grading policy set by Lee County School System will be followed for all classes. 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. Smiths Station High School exam exemption policy as given in the student handbook will be followed. Grading percent breakdown for each class follows:

<u>Chemistry</u>	<u>Pre-AP Chemistry/AP Chemistry</u>
Tests: 40%	Tests: 40%
Labs: 25%	Labs: 30%
Classwork: 25%	Classwork: 20%
Quizzes/Homework: 10%	Quizzes/Homework: 10%

- **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. You are always expected to complete and turn in **YOUR 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** will be available in the mornings at 8:20 am EST and the afternoons immediately after school up until 4:30 EST for students as needed throughout the year. It is the student's responsibility to check with me to see if I have a conflict such as a meeting. *If a student needs to stay later than 4:30 then the student needs to arrange it with me at least the day before.*
- **Textbooks:** Textbooks will either be issued or have a class set available. Students who damage the textbooks will be responsible for the cost to replace the book.
- **Technology:** Throughout the school year, we will be using different websites/apps in this class. Below is a list of some of these websites/apps. Some may require students to have an account. I have provided instructions for students to create an account. Students who do not own the technology will not be punished. They will be given the means to complete the assignment (via class computer, paired with another student, or on paper). ***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.***
 - **Classroom Chromebooks or School Computers**
 - Students are responsible for following all school rules when using school devices. Students who mistreat the equipment will be held responsible.
 - **Mrshomburger.weebly.com**
 - This is my class website. Notes, calendars, labs, and other important information will be located here.
 - **YouTube.com**
 - Short clips will be used for instructional purposes
 - **Poll Everywhere**
 - Students will respond to questions posed on the screen using their cell phone. This will be used at different times in the classroom to receive instant feedback on how students are understanding concepts.
 - **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.
 - To start receiving these text messages, send a text message to the number 81010 with the below message (based on the class you are in)
 - Chemistry @abc4ag

- Pre-AP chemistry @**mrshomb**
 - AP Chemistry @**mrshombu**
- **Educreations.com**
 - On this website, I will post short videos of myself working through problems. In order for students to see this, they will need to sign up. To do this, students should go to the website, click “sign up free”, click student, yes for course code, enter the course code (listed below by class), and then fill out the information to finish registering.
 - Chemistry: **STCEAMQ**
 - Pre-AP Chemistry: **ZQPWXWB**
 - AP Chemistry: **PAWXNVU**
 - **Khan Academy and Bozeman Science**
 - Great resource for videos for additional instructional purposes
 - **Socrative**
 - This will be used in class time on occasion to take brief quizzes. It will be beneficial to go ahead and download the app.

If there are any questions or concerns I can be reached by email at 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 as the need arises or just to give you a brief report on your child’s progress. I will send home a progress report at least once each 4.5 weeks and this will need to be signed by you. The parent/guardian signature and returned progress report will be a grade. I will update my website and grades on a regular basis (every 5-7 days).

Supply list: (all classes)

- Three Ring binder (2-3 inch)
- Loose leaf notebook paper
- Scientific calculator
- Graph paper
- Pencils/Pens
- Course Fee for lab materials:
 - Chemistry: \$10
 - Pre-AP Chemistry: \$20
 - AP Chemistry:
 - All AP classes have a \$30 fee. This covers the study sessions and the cost of the mock exam. The AP test is a different fee (usually around \$90) and is preferably due in April before the AP exam. **(Please pay this fee first!)**
 - AP Chemistry has a separate fee of \$35.

Acknowledgement of Classroom Policies and Procedures

Mrs. K. Homburger

Chemistry/Pre-AP Chemistry/AP Chemistry

Parents/Guardians,

Please read the parent letter that contains the policies, procedures, grading, and technology information for my class that is available online on my website **mrshomburger.weebly.com** . Please go to my website and read over this material as it outlines all of my expectations and classroom policies. Then read below, sign, and return by **Monday, August 15, 2016**. If you do not have internet access please let me know and I will be happy to send a copy home.

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

Student Name (Print): _____ Class Period: _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Parent/Guardian Name(Print) _____

Parent/Guardian Contact Information

Best Telephone: _____

Best E-mail (please 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.