

Mrs. C. Smith
Chemistry/Physics/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
- Sit in your assigned seat and begin working on the journal before the tardy bell.
#classtartswwhenyouentertheroom
- Follow all Smiths Station High School and Lee County handbook rules. #stayoutofISS
- Food and drink are not allowed in the classroom without permission. Bottled water is allowed only at teacher discretion. #askfirst
- Electronic devices are a privilege and must be used ONLY when instructed. #teacherpermissionrequired

- **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 assigned seats when the tardy bell rings. Everyone should answer the journal question posted on Google Classroom daily (graded every Friday). Graded work will be returned during this time. Any assignment that is due will be turned in at this time in the 3-ring binder on my desk for your class period. Students must also submit every assignment electronically on Google Classroom as well.

- **Checking attendance:** While students are completing the journal attendance will be checked. Students should be in their assigned seats and wearing their ID Badges.

- **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 Panther Pride handbook.

- **Restroom and water:** Students will be issued 2 bathroom passes per 9 wks. Dates that passes are used will be marked in my grade book. (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. If the lab can be made up, it will have to be done before or after school. 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.

- **Make-up Work:** Students should access **Google Classroom** for make-up work. If a printed assignment is provided, students will obtain these from the make-up work folder provided. All assignments will be stamped with a return date. No late work will be accepted.

- **Late Work:** For everyday that a **project** is late there will be a deduction of 5 points. Projects received later than 1 week will receive a **zero**. NO late homework, classwork or labs will be accepted unless it is for an excused absence.
- **Incentives:** Students will have several opportunities to earn bonus points on tests and practice quizzes.
- **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 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. 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 completion or correction.
- **Notes:** I will post tutorial video lessons on Google Classroom. Students can view these as often as necessary throughout the nine weeks. Power Points 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 18th year with Lee County Schools. This will be my eighth year teaching high school; my seventh 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
- Sit in your assigned seat and begin working on the journal before the tardy bell. #classtartswwhenyouentertheroom
- Follow all Smiths Station High School and Lee County handbook rules. #stayoutofISS
- Food and drink are not allowed in the classroom without permission. Bottled water is allowed only at teacher discretion. #askfirst
- Electronic devices are a privilege and must be used ONLY when instructed. #teacherpermissionrequired

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

- 1st offense- Verbal Warning
- 2nd offense- Written Warning
- 3rd offense- Contact Parent/Guardian
- 4th 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 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. Journals will be part of a student's grade in the assignment 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 correction.

- **Notes:** I will post tutorial video lessons on Google Classroom. Students can view these as often as necessary throughout the nine weeks. Power Points 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 one week 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
- 1 pack of copy paper
- Scientific Calculator
- Pencils and pens
- Colored pencils
- Graph paper
- **Plastic** Folder with pockets and brads; **Please purchase the color for your class below.** This will be used for obtaining make-up work and returning graded papers.
 - Chemistry-Red
 - Physics-Green
 - Honors Physical Science-Blue
- Chemistry Course Fee: \$10
- Physics Course Fee: \$20
- Honors Physical Science Fee: \$10

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.
 - **Students can find the codes in the newsletter handed out on the first day of class.**
- **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.
 - To start receiving these text messages, send a text message to the number 81010 with the message for your class:
 - **Chemistry TEXT @smichem**
 - **Honors Physical Science TEXT @smihphysci**
 - **Physics TEXT @smiphy**
- **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*
- **Edutopia.org**
 - Please take the quiz on determining your learning style. Screenshot and upload of a photo of your results to Google Classroom. These will be used for groups.
 - <http://www.edutopia.org/multiple-intelligences-learning-styles-quiz>
- **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.

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. Enroll in your online Google Classroom (www.lee.k12.al.us, choose Student, Google Classroom, Enter your class code provided on the Technology sheet or Newsletter).
- 4. Learning Styles Quiz (Follow the link provided on Google Classroom. **Screenshot and upload a photo of your results** (See Technology sheet.) Due by Friday (all classes)!
- 5. Join Remind text messages using your class code (See Technology sheet or Newsletter).

Mrs. Smith's Classroom procedure:

Beginning Class: Students should be in their assigned seats when the tardy bell rings. Everyone should answer the journal question posted on Google Classroom daily (turned in on Friday). Any assignment that is due will be turned in at this time in the 3-ring binder on my desk for your class period. Electronic copies should also be submitted on Google Classroom.

During Class – All class work and labs will be turned into the 3-ring binder marked for the period. Students will pass all work to the front and either I or a student will collect them and place them in the binder. During class students should have their notebook, pencil, and calculator (when needed). Homework assignments will be given at the end of the class.

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. Students should then prepare to leave by cleaning up their desk area (or lab area) and packing up their books.

Passing out papers- Papers will be passed from the back to front during class.

Activities/Labs- For in-class activities, students will pair up with the people sitting around them or by assignment. Materials for activities will be located on the side lab benches. One student per group will gather the materials. The majority of labs will be completed in the lab room. I will randomize those groupings throughout the year. Supplies will be at the dispensing area, and students will be taught how to properly collect their lab equipment and supplies.

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 or cell phones.

Group Work: Groups will be assigned by me. During group work there will be a materials manager, and a data collector. Everyone is to participate in the group. If I see that students are not participating I will give the student only half credit on the activity/lab.

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.