

**Mrs. Homburger**  
**Honors Chemistry and AP and DE 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 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!
  - **\*\*If mask policy goes into effect again, wear your mask correctly!!\*\***
  
- 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 unless we are using them for an assignment
    - No texting or social media on your phone or smart watch!
    - Phones are to stay in the pocket on your desk.
    - Only use chromebooks for assigned work
    - No social media or texting
  - 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\*†**

- 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.
- †If you are caught texting or using social media on your phone/smart watch, below are the following consequences:
  - 1st offense - device taken up until the end of class
  - 2nd offense and on - taken to the office and an office referral will be written

**Classroom Procedures**

- **Beginning Class:** Students should be in their seats when the bell rings. Students should be getting out the materials they need for class and turning in anything that is due. 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.

- **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 will be required to follow the rules SSHS sets out for bathroom access to limit exposure from other students. Students should bring their own water bottle from home.
- **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.
  - **COVID Absence:** You will be expected to attend class via Zoom if at all possible. If you are out due to being sick, attend as your health allows. If you are out due to exposure, then you are expected to attend via Zoom every day..
  - **Planned Absences:** 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:** Makeup work is posted on Google Classroom.
  - **Makeup Test:** Tests have to be made up before or after school within **3 days**. I will be at school in the mornings by 8:10 and can stay after school only 2 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.
  - **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. Due to exposure concerns, students will not be allowed to come during another teacher's class. 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 5 percent 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 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 classwork/homework 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. 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)**

\*Tests in AP and DE will not be given as often.

- **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.
- **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. In order to be successful on the AP exam students **must** study on a nightly basis. I also recommend buying a study book 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 timed in order to prepare them for the actual AP test.
- **Dual-Enrollment Chemistry:** DE recovers material taught during 1<sup>st</sup> year Chemistry, while learning in the AP Chemistry classroom. Since DE is taught during AP, material will overlap. DE students will learn more since they are being taught during AP. A separate syllabus will be handed out for this class. Grades will be less frequent and will follow a separate grading scale. Students may only receive one grade a week. The information regarding grades and the grading scale will be detailed in the syllabus that is issued.
- **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:

#### Honors Chemistry and AP Chemistry

Tests/Projects/Quizzes: 50%

Labs/Activities: 25%

Classwork/Homework: 25%

- **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** will be available but will be different this year. 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 except with AP Chemistry and DE Chemistry. Textbooks are not needed since the teacher provides all the material needed.
- **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 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.***
  - **School Chromebooks**
    - Students are responsible for following all school rules when using school devices. Students who mistreat the equipment will be held responsible.
  - **YouTube.com**
    - Short clips will be used for instructional purposes
  - **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)
      - Honors Chemistry
        - @hchem-22
      - AP Chemistry - 2nd block
        - @apchm-22-2
      - AP Chemistry - 3rd block
        - @apchm-22-3
      - DE Chemistry
        - @dechem-22
  - **Khan Academy and Bozeman Science**
    - Great resource for videos for additional instructional purposes
  - **Google Classroom**
    - Students will use this in class several times a week to access materials needed for class and complete assignments. They can access this at home. They just need to login using their school email and password.
  - **AP Classroom**
    - AP students will use the AP classroom website on a daily basis.

## 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.

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 as the need arises or just to give you a brief report on your child's progress. Grades are updated at least once a week.

Contact information from parents will be gathered from the gradebook portal. If parents would like to add additional contact information, they can email me above.

An acknowledgement form with signatures will be sent out.

Supply list: (all classes)

- Three Ring binder or folder to keep handouts in
- Loose leaf notebook paper
- Scientific calculator
- Composition notebook/journal (issued by teacher and to be kept in class) - Honors Chemistry only
- Pencils/Pens
- Course Fee for lab/activity materials:
  - Honors Chemistry: \$20.00
  - AP/DE Chemistry: \$30.00
- School issued chromebook
  - To be brought every day and charged (or have charger with you)