

Welcome Back

Ms Donnelly's 2022-2023 Classroom Guide



Welcome to the new school year! I love science and I hope you do too. I am excited for you to be a part of my learning community and I expect this to be the best year you have ever had in science! You will work hard but you will learn a lot and have fun doing it. This guide has been put together to help you to understand the rules, regulations and expectations for having a successful school year no matter what the challenges might be.

Learning Community Rules:

1. I will be respectful of yourself and others in words and actions
2. I will follow directions the first time they are given
3. I will raise my hand when I have something I would like to say
4. I will come ready to class ready and prepared to learn
5. Please remain seated unless the teacher gives you permission to move
6. All School rules apply in my classroom

Consequences:

First Occurrence: Warning

Second occurrence: Call/email home

Third Occurrence: Discipline write up and parental conference

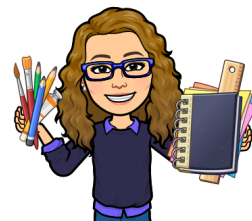
*** **Severe misbehavior** that disrupts the learning process will lead to the immediate removal from class and a trip to the Dean's office.

Grading

How are grades distributed?

Grades are broken into 5 categories:

Classwork/ Class participation	25%
Homework	5 %
Tests	30%
Quizzes	15%
Labs/Projects	25%



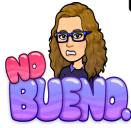
Why assign homework?

Homework is an important extension of what we do in the classroom, reinforces what we do in the class, and prepares the student for the next lesson. When

homework is assigned, it is expected to be done and brought to the class on the assigned date. Homework that is turned in late after the start of class or the next day will be given ½ credit. After the second day, 60 points or a “D” worth of credit will be given.

What if the homework is not done?

Incomplete homework will receive a zero which is added into the final average for the marking period. After three missed homework, the parent will be



contacted. If there is a legitimate reason why homework could not be completed, then it must be followed with a signed note or email that day from a parent explaining the reason why homework could not be done. No note means no credit!!

What if a student is absent?

If a student is absent, it is their responsibility to obtain the assignments they miss and complete them. Assignments are posted on Schoology so no student should be unable to get their assignments for the days that they are absent. A student has two days for every day absent to complete the work and show it to me for credit. To keep up with classwork, it is highly suggested that you check Schoology daily or email me at jdonnelly@ucboe.us to get the assignments. I check my email several times during the day so I will answer you up till 9PM at night.

Classroom Policies

Cell Phone Policy *

Cell phones are not allowed in this classroom. Students will be assigned a number at the start of the school year for a sleeve in the cell phone center. Students are expected to place their cell phones into the assigned pocket at the start of class each day. The cell phone is expected to remain in the pocket for the entire class. Students may only access their cell phones during class with Ms. Donnelly's permission. Refusal to adhere to this policy will result in loss of daily class points. Continual refusal will result in disciplinary consequences and parental contact.



What if I need to go to the bathroom?

Raise your hand and I must give you permission. Please sign the book on the back lab desk and take the pass. You must use the bathroom **on this floor**. There is a limit to the number of students allowed in the bathroom due to COVID protocols so please follow the directions of the security guard outside the bathroom.

What if a student is late to class?

All students are expected to come to class on time. Excessive lateness will not be tolerated. Anyone tardy to class must have passed. If you are more than 10 minutes late to class, then it is considered a cut. A cut will result in a loss of classwork points for the day and a disciplinary write-up.



What if a student is unprepared?*

It is essential that a student come prepared for class. Coming unprepared for the class will result in a deduction of classwork points for the day. You will not be allowed to leave to go to your locker.

What if a student goes on a class trip?*

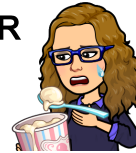
Class trips and other school-related functions are an important



part of our student's school. If a student goes on a class trip, it is their responsibility to get find out the assigned work for the day of the trip and complete the work at home or if they miss a lab then they must make arrangements to make it up before or during a free period within that week.

What about food and drink in the class?*

Since this is a science class there is to be absolutely **NO FOOD OR DRINK** in the classroom anytime. Water will be allowed with permission. Anyone caught with food or drink will be written up. In virtual school you will be allowed to drink but not eat.

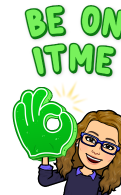


What if a student is caught sleeping?

There is absolutely **NO SLEEPING** in class. Any student sitting with their head down or sleeping will be sent to the nurse. If you feel sick please let me know immediately I will call the nurse.

What if a student is missing work at the end of the marking period?

Any work that is not completed when assigned will NOT be accepted late. No work is allowed to be made up or handed in at the end of the marking period or handed in late without prior approval from Ms. Donnelly. **I do not accept work on the last day** of the marking period!!!!



Will there be extra credit?

If a student participates and completes their work as assigned, then they will receive a grade that will enable them to pass the marking period. There is **NO EXTRA CREDIT** assigned in this class.

What is the policy for cheating and plagiarism?

Students are expected to demonstrate honesty and integrity while in attendance at Jose Marti STEM Academy. Each student is expected to do his or her own work. This includes test-taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific research. Sharing work with another student during tests, on in class essays or assignments, or on homework is considered cheating. Having access to answers, a calculator, or

computer information constitutes intent to cheat. All work submitted by students should be a true reflection of their efforts and abilities. If submitted work is not, then the student has manifested unacceptable academic behavior. The following criteria are considered cheating:

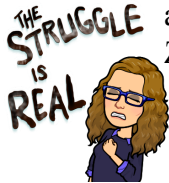
- claiming credit for work not the product of one's own honest effort
- providing unwarranted access to materials or information so that credit may be dishonestly claimed by others
- knowledge and toleration of either of the foregoing
- *any behavior which can be defined as cheating represents a violation of mutual trust and respect essential to education at JMSA

Plagiarism (this includes copying text from the Internet) or cheating will automatically result in a zero for that test or assignment. If caught cheating or plagiarizing a second time, a failing grade for the class will normally result (For clarity, I define plagiarism as copying 7 words in a row of another person's work and cheating involves anything in which a student supplies himself/ herself or others with answers during a test/ quiz. If you have any questions, see me). Anyone identified as having cheated or plagiarized work(which includes copying directly from the internet) will receive an **automatic zero** on the assignment in question and **a call home will be made**

Extra Help

If you need help..... ASK do not wait till it becomes a bigger issue!!

Extra Help is available **BEFORE** school, after school till 3:00 or by appointment*. The appointment times are usually during the late afternoon or early evening on ZOOM. In the event we move to virtual instruction then my appointment hours will run today's a week from 2:00 until 2:55. Those days will be announced weekly on Schoology.



* Applies to in school only.

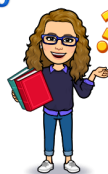
Tools for Success

Please be sure you have all of the following supplies by **Monday 9/12**

pens
pencils
(2) sturdy 2 pocket folder
colored pencils
facemask (to use when we are doing labs if COVID # is high)



Any questions?



Daily Classroom Procedures(In School)

These procedures have been modified due to COVID 19 procedures and will be subject to changes once we come off COVID protocols

1. Come in, place your cell phone in the correct pocket of the cell phone holder. and take your assigned seat.
2. Students are to wash their hands at the available sinks. Soap and paper towels are available at the sinks in the back of the room for students. **In the event we are doing a lab or small group activity you may be asked to grab gloves and an extra mask to cover your face.
3. Take your assigned seat.
4. Take out your notebook, homework, a pen or pencil.
5. Place your homework on the desk where I can see it as I walk by or so I may collect it. If it is not out when I walk by then I will count it as not done.
6. Begin your "Do Now".
7. Once you complete your "do not" look at the front board for the day's agenda or if we are working on an ongoing assignment take that out or we are having a test or quiz take this time to get some extra study time in. Wait for further directions. **Please do not get out of your seat.**
8. The bell doesn't dismiss the class, the teacher does. Be sure the area (s) you worked in has been cleaned. No one will be dismissed until the room is back to the way you found it when you entered the class. If you do not clean your area teacher detention will be assigned. Following clean up protocols I have put in place is most important especially during COVID for everyone's health and safety so please be sure to follow them.

This year I want to provide the most interactive experience possible for you. I have worked really hard to come up with these cleaning and safety protocols to be able to make this happen. Please remember your cooperation is an important part of helping me to make this year the best ever!!



Ms Donnelly