

Classroom Policies

1. Students are to be in their assigned seats in the classroom at the beginning of the hour when the bell rings.
2. Each student will be prepared for class by having available a pencil, paper and safety glasses.
3. Students are responsible for work missed due to absence and is to be made up within three days after returning.
4. Any student willfully destructing any tool, machine or project in the lab will be held responsible and will pay for the damages.
5. All shop accounts will be settled by the end of the 18 week grading period.
6. Running, chasing, foolishness and horseplay will not be tolerated.
7. During demonstrations and lab time, safety glasses **must** be worn. Failure to do so will result in a disciplinary referral.
8. Absences will be dealt with according to school policy. This is a performance class, if you are not here, you can not complete your projects.
9. Everyone will be expected to clean up at the end of each lab. If your clean-up job is not completed, points will be deducted from your daily score.
10. Students may work in the lab only when an instructor is present.
11. Students must pass a safety test with 100% accuracy in order to work in the lab.
12. Food, candy, drink and gum are not allowed in the classroom or lab.
13. If you need to leave the classroom or lab for any reason, please be sure to have a signed pass and the instructor's permission.
14. Points will be deducted each time you are tardy for class. Excessive tardiness will be dealt with according to the Uniform Tardiness Policy.
15. Hats, coats and jackets are not permitted in the classroom or lab.
16. All personal electronic devices will be powered off and put away upon entering the classroom/lab at the beginning of the hour and remain as such until the end of the hour when the bell rings.

Student Behavior / Attitude / Performance Points

1. Come to class on time and is prepared:
 - Has available all necessary item to be productive5pts

 2. Uses time wisely:
 - Stays on task to complete work
 - If unable to complete task, finds something productive to do
 - Works until the end of the period5pts

 3. Doesn't disturb others:
 - Allows others to accomplish their tasks by not disturbing them5pts

 4. Attitude:
 - Displays proper work attitude
 - Displays concern for the quality of his/her work
 - Concern for the improvement of his/her work5pts

 5. Clean-up:
 - Put away tools, materials and supplies used during class
 - The classroom and work areas are left clean and in order5pts
- Total Points** **25pts.**