

# 2020-2021 Construction Trades Classroom Policies

## CLASSROOM EXPECTATIONS

<i>Professionalism</i>	<i>Adaptability</i>	<i>Integrity</i>	<i>Determination</i>
<p>Come to class.</p> <p>Be on time.</p> <p>Be prepared for instruction with all necessary materials.</p> <p>Use your manners.</p> <p>Be respectful in conflicts (staff and peers).</p> <p>Use personal technology only when instructed.</p> <p>When visiting another class, knock and wait to be invited in.</p>	<p>Let other students learn.</p> <p>Be welcoming and include others.</p> <p>Listen carefully when others are speaking.</p>	<p>Comply with classroom and lab rules and procedures.</p> <p>Be honest.</p> <p>Submit your own work.</p> <p>Leave when your local school is dismissed.</p> <p>Take responsibility for your actions and apologize if needed.</p> <p>Clean up after yourself.</p> <p>Be kind.</p>	<p>Stay on task: Work for the entire time on the class that you are in.</p> <p>Participate actively.</p> <p>Ask questions and get help when you need it.</p> <p>Complete all of your assignments and turn them in on time.</p> <p>Use failure as an opportunity to learn.</p> <p>Challenge yourself: Do the best that YOU can do.</p>

## CLASSROOM PROCEDURES

### *Entering the classroom*

Arrive to class prepared, Mr. Bunting will let you know how the class period will begin.

### *Tardy to class*

Anyone late will be marked tardy and will lose 2 points of their daily points

### *Classroom/Lab Materials Needed*

Students are responsible for the care and upkeep of their assigned tools. Tools should be locked in assigned lockers.

### *Leaving during class*

Students that need to use the restrooms should ask permission to leave. They should use the restrooms located just outside the Construction Trades classroom. The drinking fountain in the laboratory area should be used.

### *Tracking daily assignments*

Daily assignments will be corrected and entered into powerschool.

### *Returning assignments to students*

Completed assignments can be returned to students upon request or for review.

### *Finding out grade status*

Grades are entered in Powerschool. Mr. Bunting would be happy to discuss grades before or after class.

### *Student responsibilities after an absence*

- A student has 5 “vacation days” to not be marked absent during the school year.
  - Vacation days are for sports, field trips, doctors appt., and sickness. The student must call in to use a vacation day
    - Call in to Mr. Bunting’s phone 616-225-5740
    - Use Remind app
    - Email Mr. Bunting kbunting@maisd.com
- Student are responsible to ask what they have missed during their absences
- Students are responsible to make up the assignments they have missed, some lab assignments are not possible to reproduce therefore students will not be able to make up the work.

### *Late, missing, or incomplete assignments*

If a student misses and has to make up work, work should be done as soon as possible. Work that is not turned will be marked zero.

### *Communication procedures with parents and families*

Mr. Bunting can send updates periodically to parents or guardians upon request. Parents should have access to powerschool throughout the school year.

### *Ending class*

Class is ended by cleaning the laboratory for the last 15 minutes of class. Each student should participate and will be graded accordingly.

### *Classroom Safety requirements*

Each student has to wear closed-toe shoes and safety eyeglasses each day.

Students with long hair have to have the hair tied back.

Students will wear appropriate clothing.

- Very baggy clothing can get caught in equipment.
- Open button shirts can be dangerous
- Strings on hoodies can catch in machinery

### **CONSEQUENCES FOR CLASSROOM RULE VIOLATIONS**

- Breaking of any classroom rules will result in loss of the daily points available.
- If there are many documented unexcused tardies, the student will have to meet with the curriculum advisor. If the behavior continues the student will spend a class period in the advisor's office doing extra work.

### **CONSEQUENCES FOR CODE-OF-CONDUCT VIOLATIONS**

Consequences for violations of the student code of conduct or other rules will be handled according to the student handbook (see Behavior Expectations and Continuum of Response charts).