

# 2020-2021 Welding Classroom Policies

## CLASSROOM EXPECTATIONS

Be Professional	Demonstrate Integrity	Show Compassion	Work Hard: Achieve your Potential
<p>Work safely.</p> <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>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>Help others if you can.</p> <p>Let other students learn.</p> <p>Be welcoming and include others.</p> <p>Listen carefully when others are speaking.</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*

- Sit Quietly
- Begin bell work at your home schools starting time or before
- The teacher will provide instruction for the day when the last bus arrives

### *Tardy to class*

If you arrive past the time your schools bus arrives you'll need a tardy pass. Three tardies in the same month will result in a write up.

### *Classroom/Lab Materials Needed*

#### **Classroom**

- Write in pencil only
- Masks

### ***Welding Lab***

- Steel toe work boots
- Blue jeans without holes
- Cotton t-shirt or sweatshirt
- Safety glasses (regular glasses must also be covered by safety glasses)
- Masks

### *Leaving during class*

Students who wish to leave during classroom and lab hours must ask the teacher or paraprofessional, then sign out and take the bathroom/hall pass. Those who fail to sign out or ask permission first may fall victim to at-random attendance checks. Once a day there will be a silent random attendance check; if a student is not in the room and has not asked to leave that student shall be given an automatic write-up. If you wish to leave the Career Center early, you must sign out in the office; also refer the student handbook policy.

### *Tracking daily assignments*

A schedule for both 1st and 2nd year students will be posted in the classroom on the 4X6 white boards. Also, Powerschool will show current and up to date assignment list.

### *Returning assignments to students*

**Bell ringers** are used as an entry ticket to the welding lab for the day, therefore they must be completed and checked by the teacher or paraprofessional before leaving the classroom.

**Welding labs** are graded at the end of each day and are given back to the student immediately.

**Tests** are automatically graded by AWS and students will know their score as soon as they finish.

### *Finding out grade status*

Grades in Powerschool are updated daily, instruction for how to log in should've been included in the letters delivered to parents.

### *Student responsibilities after an absence*

Outline what the students will need to do when returning after an absence.

- Missed a day? Check with the teacher for any missed announcements or work.
- Late work can be turned in up until the last day of the semester, although the day work is scheduled to be turned in it becomes a zero in the grade book, if unfinished.
- Tests can be rescheduled, if possible let the teacher know beforehand.

### *Communication procedures with parents and families*

When a student's grade falls below 60% the teacher will report this to the student's home school counselor. Depending on the quality of responses the teacher may or may not move to contact a parent themselves.

### *Ending class*

Five to fifteen minutes before class ends, students need to clean up any messes they have made during the lab time and change back in to regular school clothes if needed. Remain in the classroom/lab until dismissed by the loudspeaker.

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

-See student handbook for requirements/rules.

### **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).