

2020-2021 CAD & Engineering Classroom Policies

CLASSROOM EXPECTATIONS

<i>Professionalism</i>	<i>Adaptability</i>	<i>Integrity</i>	<i>Dependability</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>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>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>

Additional expectations:

- Stay in the classroom and follow Covid Classroom Guidelines whenever possible
- Inform the instructor before leaving the class for any reason
- Use pencil or computer for all work - No Pen.
- All work to have, Name, Date, Class, Instructor, and School information on it.
- All hand written work to be Single Stroke Vertical Lettering

CLASSROOM PROCEDURES: Daily process:

Greet instructor when entering the classroom

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| <ul style="list-style-type: none"> - Take your seat - Log on to system and check; <ul style="list-style-type: none"> Google Classroom E-Mail PowerSchool Open timesheet Do any opening class assignment | <ul style="list-style-type: none"> -Take notes and participate in class lectures. -Stay on task and do any and all assignments during class time. -Clean up and fill out times sheet at the end of class. -Wait in your seat to be dismissed. |
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Tardy to class

Within the first two weeks of class a time frame will be established. What times busses from each school arrives and the time needed for students to be in class. Most schools should be here well before class is to begin. For those who come from schools that are further away and do not arrive until after the scheduled class time begins, we will confirm when you should be in class, and that time will be clearly indicated for each student. If you drive or ride the bus, you will be expected to be in class and ready for lectures and assignments once this time has been established for the class. Failure to meet this requirement will result in a Tardy. If a student begins to obtain too many tardies, a conversation with the instructor will be had. If tardies continue to be an issue, communication to administration both at the MACC and Home School, along with parents will be made. MACC guidelines will be followed for any disciplinary action.

Classroom/Lab Materials Needed

Students are to come to class prepared to learn. All materials and resources are provided for them in the class and lab. All hand written work is to be done in pencil, all online work is to be either printed out and turned in or submitted on Google Classroom for the assignment given. If at any time a student is unsure of where to find the assignment or the material needed, he/she should be following the CHAMPS guidelines, or communicating with the instructor.

Leaving during class

Any student that has to leave the classroom to use the restroom, get a drink, go to the office, or another classroom during class time has to communicate with the instructor first. Once permission is granted, they are to only go one at a time, and fill out the sign out/in sheet by the door. Use of the lanyard and pass is also necessary, so the class and instructor know that someone has not yet returned.

If a student has to leave the school premises for an appointment, the office must be contacted by a parent or guardian to verify release time.

CHAMPS Rubric

CHAMPS FOR CAD AND ENGINEERING					
Mr. Johnson	Teacher Directed Instruction	Cooperative Groups	Independent Seatwork	Lab / Skills	Tests Quizzes
Conversations	NO talking while teacher is talking, may answer questions or instructed by teacher (Raise Hand)	YES Low voice with your groups. Normal office environment levels. Keep you conversations directed on your task at hand.	YES Low voice with your groups. Normal office environment levels. Keep you conversations directed on your task at hand.	YES Low voice with your groups. Normal office environment levels. Keep you conversations directed on your task at hand.	NO talking while tests and quizzes are being taken. Absolute Silence
Help	Raise your Hand	Ask 3 Before me. Then Raise your hand to approach instructor and ask.	Ask 3 Before me. Then Raise your hand to approach instructor and ask.	Ask 3 Before me. Then Raise your hand to approach instructor and ask.	Raise your hand to approach instructor and ask.
Activity	Taking Notes, following along when the computer is involved	Give each member a chance to talk. Respect ideas work together	Work at your station	Work at your station, follow along this is an important time to learn	Working at you station.
Movement	No Please take care of needs before or after instruction	Yes Must sign out and in using our passing log. No more than 1 student signed out at a time, unless there are special circumstances.	Yes Must sign out and in using our passing log. No more than 1 student signed out at a time, unless there are special circumstances.	Yes Must sign out and in using our passing log. No more than 1 student signed out at a time, unless there are special circumstances.	Yes Must sign out and in using our passing log. No more than 1 student signed out at a time, unless there are special circumstances.
Participation	Head up, Ready to listen, respond to questions and participate in topics and skills being discussed.	Work together. Everyone has a voice/ input. Everyone is responsible for all information.	Work independently on current assignment or redo and improve work from earlier assignments.	Work in assigned lab area. Stay on Task if you are unsure what to do ASK. Everyone is working.	Work Independently no reference material out unless it is approved by instructor.
Success	Teacher will provide materials and/or directions to complete all assignments and responsibilities of student.	Paper, Drawing tools, Water, Books and Reference materials	Equipment, Supplier need for the task	Equipment, Supplier need for the task	Pencil, Paper, Measuring Device, Quizzer and/or Test.

Tracking daily assignments

Students are to turn in any printed or paperwork to the in box in front of the instructor. If it is an assignment that they are still working on it should be placed in their classroom Binder located on the shelves in the class. Once assignments are reviewed they may be returned to the student to make updates, or if completed will be graded and returned to the students portfolio. Online assignments are submitted to Google Classroom per the assignment. Again if updates are needed the instructor will return with comments, otherwise the assignment will be graded. Instructor may print out the assignment for use in a competition, put in the students portfolio. Students may print out any assignment to add to their portfolio also.

An assignment checklist might be something that will be created for future classes to help students stay on track. All assignments, grades, and comments are located in Powerschool.

Returning assignments to students

(This is covered in Tracking Daily Assignments)

Finding out grade status

Students should always be able to verify final grades by Powerschool. At times grades will also be placed on Google Classroom assignments when returned. Students can question grades and if they are able to redo an assignment, at any time. Students can approach the instructor when not lecturing, or send an email, to either address the concern, or set up a time to meet in person.

Student responsibilities before and after an absence

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

- It is the students responsibility to find out what they have missed either by fellow students, or with the instructor.
- All assignments' final deadline is the end of the semester. Due dates for an assignment will be posted on PowerSchool. If not met, students can still turn in work, just will be deducted in points.
- Students are responsible to make up any missed test as soon as possible.
- If students know of an upcoming absence, they are responsible to let the office know, and send the instructor a message via email or phone message. If it is discussed with the instructor soon enough, plans can be made for assignments. (This is the same as it would be for calling in sick for work, I need to know who will be in class to plan my time as well)

Late, missing, or incomplete assignments

If an assignment is turned in late, points will be deducted depending on the amount of time it is late. At a given point a student will not be able to earn more than 60% on the assignment. All assignments will be accepted right up to the end of the semester. If an assignment is missing or incomplete, that notification will go into powerschool. Any students who are caught cheating, copying or allowing others to copy their work will receive zeros on the assignment and a behavioral form will be filled out and parents/guardians contacted.

Communication procedures with parents and families

At the beginning of the school year a letter along with the syllabi will be sent to students home indicating forms of communication. Throughout the year messages and or communications will be sent either in group form to inform of events, classroom happenings and competitions. If there are issues with a student, parents guardians will be contacted as well.

If you need to contact me I will be available at the following location:

Ph: 616-225-5718 (7:30am-3:00pm)

Cell: 616-430-3754(6:00am-10:30pm) I can receive text messages as well, just make sure to include names.

Email: mjohnson@maisd.com (anytime)

Ending class

Students will need to make sure they have time at the end of class to clean up any equipment or shop work they are doing. Put away any tools, safety glasses, or materials being worked on. Students are to wait in their assigned seats to be dismissed by the instructor, not waiting by the door. As a reminder the “bell / announcement” is a notice for me to excuse you.

- At end of class, make sure to:

Return all text books and equipment to their proper location.

Fill in your timesheet daily. Turn in any assignments that may be due.

Log off computer, shut down if you are the last one working on it for the day.

Push in the chair as you leave. Do not forget your coat, or personal items.

Other

- Safety and dress code rules
- Special circumstances
- Classroom rules and norms

Restrooms and Breaks

We will be running our class as a professional community, this means that you will have the same expectations that you will in a real world working environment. Although if a student abuses any policy, the privileges may be revoked.

Each student will be required to sign in and out when they leave the classroom. This will help us better monitor all student locations when they are not in our classroom, should there be a need to locate them for emergencies. You are expected to give 100% of your time in class to class work. The more it is disrupted or students leaving the class for unrelated reasons reduces our proficiency. Only one person at a time is to leave the class, unless it is for reasons deemed by the instructor, for a project, that more than one is out at a time.

We will ***not*** be taking daily breaks as a class, but if you need to take a break during your lab / work time this is acceptable. This policy may also change should the instructor see students abusing this time.

Personal listening devices and Cell phone

It is my expectation that students will use their personal electronics in a professional manner. This includes removing all earbuds, and headphones when someone is speaking and or presenting in the classroom. Should a student choose not to follow this policy they will lose the right to have and use them in my classroom. Any student who loses the right will need to place their equipment in their personal coat, or backpack and keep it out of site in class. If this results in a problem, the equipment may be confiscated for the class period. If it continues to be an issue, paperwork, parents, administration and home school will be documented and notified.

Cell phones are expected to be kept on the student's desk silent and face down. Should a need to use their phone arise we will address that as needed. Texting during class is not acceptable and will result with the students following the aforementioned consequences . (Texting via your IPod or chatting on the computer is no different from texting on your phone)

CONSEQUENCES FOR CLASSROOM RULE VIOLATIONS

Consequences for violations of the student classroom rules will be handled according to the student handbook or with the following steps.

1. First offence, conversation with the Instructor to correct violations. Report will be made.
2. Second offence, communication with administration and parents will be made. Report will be made.
3. Third Offence, meeting with parents and administration will be scheduled for disciplinary procedures.

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 Classroom Expectations and CHAMPS charts).