**TECHNOLOGY EDUCATION**

# General Classroom Guidelines & Student Responsibilities

For Mr. Lopatic’s classes

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Respectful---Responsible---Prepared***

In order for the classroom to function most effectively and for students and teacher to both reach their full potential, certain rules and student responsibilities must be clearly understood.

Learning activities can include textbook reading assignments, worksheets, supplemental hand-out reading assignments, note taking, lectures, demonstrations, practical test, and keeping a notebook.

Guidelines and responsibilities are listed below and are not necessarily in order of importance.

1. **All Students are expected to arrive on time to class.** Arriving on time is defined as being in classroom when the bell rings. If you anticipate being late for a legitimate reason, make sure you get a pass. The second and each subsequent late arrival will result in a flex assignment.
2. **Regular class attendance will be necessary** in order to keep up with course requirements. Excessive absence will require FLEX assignments in order to make up required work, and will be assigned as needed.
3. **Students will have assigned cleanup assignments, desks, stools, books, project lockers and other materials to use, keep track of, and take care of.** Students shouldinventory these items at the start and close of each class**. All students sharing these items during the day may be questioned if damage or loss occurs to assigned items.** Responsibility is the key to an orderly classroom.
4. **Students will have a Homework Buddy:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and be a homework buddy. A Homework Buddy gets the handout and gives the handout for the absent student on their left.
5. **Class dismissal will occur** only after all classroom materials have been returned to their proper place, projects put away and students are in their assigned seats. Class will not be dismissed with Students waiting at the door.
6. **Food and beverages will not be brought into the classroom**, nor will they be consumed in the classroom or lab. Gum, hard candy, and lollipops are acceptable in class as long as wrappers are thrown in the waste cans. Failure to cooperate will result in FLEX assignments.
7. **Graffiti of any kind** on any school property (books, desks, walls, etc.) will result in **FLEX** **assignments for general clean-up.**
8. **The use of unacceptable language,** whether in general conversation or in anger **will result in FLEX assignments.** Unacceptable language is defined by the teacher in the classroom.
9. **Purposeful damage of any tool, machine, or any school equipment will result in monetary compensation to repair or replace the damage** that has been done, along with **Administrative discipline.**
10. **Anyone entering the lab area must wear safety glasses at all times,** whether operating equipment, using hand tools, doing layout work, or just observing other students.
11. **Stealing of any kind,** whether school materials or other student’s property, **will result in Administrative disciplinary action.** Your honesty will make your experience in this class and everyone else’s more enjoyable. (You steal…you lose…) **Students are prohibited from entering the teacher’s office** and the office is not an appropriate area to store your project.
12. **Student’s attire will be subject to the school dress code and also safety guidelines of the lab.** Unacceptable printed material on clothing and excessive exposure of certain body parts will be judged on an individual basis. **If your attire violates school code, you will call home for clothes**. When involved with lab work, use good judgment about the quality of your clothing and the risk of possible damage to your clothing. You may want to use our lab apron, but that won’t guarantee total protection of your clothing. Also, loose clothing or dangling jewelry can be a hazard around machinery.
13. **Use of the lavatory pass is for satisfying your human biological needs only.** If particular students are using the pass for roaming the halls, smoking, or any other reason, other than the initial purpose stated, their use will be restricted. **Students using the pass must sign the time leaving and returning on the sign out sheet** by the classroom door. **It is also recommended that students not use the pass during instructional times** as not to miss important information.
14. **Throwing of any object for any purpose,** whether in the classroom, lab, or hallway **is unacceptable** at any time. These actions will result in FLEX assignments, and if considered a safety hazard, could result in Administrative discipline.
15. **Students are encouraged to address the teacher by first and last name** at all times**.** The first name in this circumstance is **Mister. Mr. Lopatic. Disrespect is unacceptable.**
16. **All student questions, answers to questions, or discussion will be recognized only with a raised hand.** Speaking out spontaneously will be considered a disruption of class, and can result in FLEX assignments.
17. **Every student will have a separate notebook** for this class for note taking and saving and storing class related hand-outs. (pockets inside would help storage of papers) **These notebooks will be collected** during the term and will be graded.
18. **No one will be permitted to sit on shop equipment, heating units, window sills, desk tops, lab tables, or on top of wood storage ladder.**
19. **Running, shouting or using any musical devices are prohibited in the classroom and labs. The teacher will play music, if appropriate, at his discretion.**
20. **I will make every effort to resolve any conflicts on a one to one basis,** however, if that does not get satisfactory results, I will call parents as the next step. If problems continue they will be referred to the Administration.

## ASSIGNMENTS & MISSED WORK

1. **Absence from class necessitates the make-up of any work that is missed.**
2. **It is the Student’s responsibility to contact teacher regarding missed work.**
3. **An appointment should be made with the teacher to schedule FLEX time for either make-up work or for assistance with material the student finds difficult.**
4. **Failure to contact the teacher upon return or make-up work within a three (3) day grace period following the absence will result in the loss of credit for the work missed.**
5. **The parent or guardian will be contacted if the student neglects his/her responsibility.**
6. **If the student is absent all or part of the school day due to tardiness (excused or unexcused), illness (doctor appointments, sent home by nurse), field trip, community service, athletics, performances, etc., the obligation to class work is not diminished.**

**Students signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Students Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parents Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Numbers: home # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **cell # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emergency # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**