**Expectations and Policies for Technical Education classes.**

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**Purpose**

I believe that too many rules and regulations are restrictive and only serve to create problems. However, fair rules and policies help everyone know what is expected of them and prevents individual rights from being infringed upon.

**Expectations for Assignments**

It is expected that all assignments will be completed in a quality way exhibiting all of the required elements and be turned in by the due date. Time will be given in class for students to complete lab work and assignments.

**Objectives**

The focus of the class will be to familiarize students with the tools, processes and skills used in many modern industries.

Students upon completion of the course will:

1. Describe different materials, their properties and uses in industry.
2. Be able to read and interpret technical drawings and illustrations.
3. Safely use a variety of tools common to a variety of industries.
4. Use critical-thinking skills to evaluate and solve technical problems.
5. Develop hard and soft skills needed for a smooth transition to further education or the workplace.

**Grades and Grading Scale**

I use a standard 10% grading scale for your grades.

100-90-A

89-80- B

79-70- C

69-60- D

59-0- F

Attitude and work habits are extremely important in many facets of life. A participation grade will be averaged in to the final grade total. I reserve the right to make a subjective assessment based on attitude, behavior and overall participation. This can raise or lower the final grade significantly.

**Lab Expectations**

\*Be in class on time, ready to work with the materials needed to be productive.

\*Complete all safety tests and behave in a manner that will not put others in danger of injury.

\*Do not distract from the learning opportunities of others.

This includes:

Theft or distruction of materials.

Teasing, taunting or bullying of others either physically or verbally.

Causing a disturbance which draws my attention away from the class as a whole.

**Attendance**

Attendance counts! It is very difficult to participate in a lab class when not in the class. A daily participation grade of 5 points will be given. If you are tardy, 2 points comes off the total for the day. At the end of the grading period, that grade will be added and averaged into all the other grades to calculate the final grade.

**Makeup and Late Work**

Missed class periods are missed working opportunities. Lab time can and should be made up. There are many times when the missed class time can be made up. Please tell me that you are in the lab to make up a missed period so I can keep a record of your participation. Life events can get in the way of your ability to be a quality LHS student. If you have a particular set of circumstances that you need me to know, please see me privately. We can work something out. I am a pretty accommodating person.

Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period\_\_\_\_\_\_\_\_\_\_\_\_

Student name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_