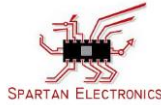


Spartan Applied Design, Skills and Technology Department Guidelines



EXPECTATIONS

This classroom is an INCLUSIVE LEARNING ENVIRONMENT focusing on Respect and Participation

- R** - **R**espect yourself and others
- E** - **E**ngage, be an active learner
- S** - **S**upplies, be prepared
- P** - **P**ositive attitude
- E** - **E**njoy learning the skills presented
- C** - **C**are for this classroom and the school
- T** - **T**hink Critically



- Welcome and treat all students, teachers, and guests equally regardless of gender, race, ethnic background, age, gender orientation, religion, and ability.
- Follow school and shop rules at all times.
- Listen when others are talking and refrain from bias comments.
- Wait your turn to speak and operate machines.
- Offer and accept help when help is needed.
- Recognize something easy for you may be difficult for someone else.
- Display a positive attitude.

Participation – taking part in an activity:

- Come to class prepared to work.
- Have all electronic devices off and out of sight.
- Complete and submit all assignments on time.
- Share ideas, opinions, and feelings to a partner, group, and class.
- Be willing to try your best.



It is expected that each student has elected to take this class. Therefore, to optimize your learning achievement, you must arrive to class on time and be prepared to work.

Each student must have a:

- Binder or Duo-tang with paper
- pencil(s) and pen (red and blue)
- eraser (white)

General Shop Rules:

- If late to class, you must have a **NOTE** or **LATE SLIP**. See **ATTENDANCE** below.
- All students must **ask the teacher for permission** to leave the class.
- **No Food or Drinks** without teacher's direct permission
- **No / iPods / MP3 Players / Cell Phones / Cameras without specific permission** will be allowed in the shop/classroom during instruction time. See **ELECTRONIC DIGITAL DEVICES** below.
- **All students** must participate in clean-up! (last 10 - 15 minutes of every class). See **CLEANUP** below.

SAFETY RULES:

Applying safe and proper operating procedures will minimize the chance of personal injury or physical damage within the shop. Using machines and tools with respect and caution will reduce the chance of personal injury:

- Students are asked to **remain quiet and give their undivided attention** during machine demonstrations. If you wish to ask a question, raise your hand to speak.
- **Protective eyewear must be worn in the shop around operating power tools.** If you have to be reminded 3 or more times in a work period to wear protective eyewear, you will be asked to complete written work at the desk or leave the shop.
- **All Jewelry** must be removed and long hair must be tied back!
- **Loose clothing** must be rolled back or removed.
- **No** open toed shoes will be allowed to be worn in the shop at any time!
- All students must **ask the teacher for permission** before using power tools.
- At **no time will any student instruct another student** in the operation of any machine unless authorized or instructed by the teacher.
- **All accidents and injuries must be reported** to the teacher immediately - regardless of the severity.
- **All damaged equipment must be reported** to the teacher immediately.
- **No Horseplay** in the shop will be tolerated at any time. .
- **In order to receive permission to use any machine** in the shop, students must participate in all safety demonstrations and obtain 100% (including corrections) on all safety tests.

Shop Rules

- **THINK** before you **DO**.
- **ASK** if you are not **SURE**.
- Be **SURE** you **ASK**.

Students not following the safety rules will face consequences that will include:

- 1 offense** – Warning
- 2 offense** – 30 minute detention after school on the same day and a call home
- 3 offense** – Referral to your designated Vice Principal for intervention

BEHAVIOUR

It is a privilege to use the shop. Inappropriate behavior – rude, disruptive or destructive behavior will not be tolerated and will result in losing the use of hand and/or power tools and/or temporary or permanent removal from the shop. The wood shop needs to be a safe environment for all students and any actions that jeopardize SAFETY will be dealt with appropriately.



Students not following this policy will face consequences that may include:

Level 1 – Warning / Detention

Level 2 – Call home / Detention / Removal from shop

Level 3 – Removal from shop with administration intervention

TOOLS, EQUIPMENT, AND FACILITY

- Tools and equipment will not be loaned out.
- Please report all damage of tools and equipment.

OPEN LAB TIME

- Open labs are a privilege – not a right.
- Teachers reserve the right to limit this privilege.

MATERIALS

- Under no circumstances can materials be taken without permission.
- Under no circumstances can a project or job be removed without permission.

CLEANUP

Cleanup is a Student/Class responsibility. It is expected that you will willingly participate in cleaning the lab/shop regardless of the area you think you are responsible for.

The shop should be as clean when you leave as it was when you entered:

- **Stop** work immediately!
 - Put all tools away that you were using.
 - Tape and label project material and place neatly in your assigned storage area.
- **Place stools** on the table



ATTENDANCE

Punctuality and regular attendance are mandatory. Habitual absences and lates ***will not be tolerated!*** Please remember that habitual lateness and extended or accumulated absenteeism can only have a negative effect on your achievement.



Class Attendance Policy

It is expected that students will attend every class and arrive on time. Students are expected to provide a note to the teacher from their prior teacher/parent/guardian explaining the reason for any late attendance or absence. It is the student's responsibility to request missed course materials and assignments. Students not following this policy will face consequences that will include:

- 2 Lates / Absences** - Warning
- 3 Lates / Absences** - 30 minute detention after school on the same day and a call home
- 5 Lates / Absences** - Referral to your designated Vice Principal for intervention

ELECTRONIC DIGITAL DEVICES

The Technology Department strives to create a learning environment that encourages maximum student participation interaction while minimizing distractions. Personal electronic devices are amazing tools that are quickly integrated into our daily lives. However, they may create distractions that hinder learning and can lead toward dangerous situations in the shop environment. Additionally, they can promote anti-social behavior.



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Hence, I will always encourage **good electronic etiquette** – this is not just a school thing, it is also etiquette for outside the class. The key to good etiquette is **respectful electronic use**.

- **YOU** wouldn't show up to a business meeting with headphones/ear buds in your ears.
- **YOU** wouldn't dare stop your employer from explaining their instructions in order to reply to a text.
- And **YOU'D** be put off if someone ignored something important you were saying to check their phone or iPod.

The Policy:

While you may use electronic devices before, during lunch and after school, **you must observe the policy during formal class time.**

During class time, **ALL** Electronic devices must be **turned off** (not on vibrate) and **out of sight**. Headphones, ear buds and other related accessories must also be **out of sight**.

PERSONAL ELECTRONIC DEVICES INCLUDE ANY TECHNOLOGY USED FOR MUSIC, COMMUNICATION, GAMING, PHOTOS OR VIDEO.

If you are in the hallway **during class time this policy still applies:**

- Asking to use the washroom so you can secretly go text a friend is dishonest & extremely disrespectful. Don't do this or any other similar sneaky behavior!

Teacher directed use of electronics to support specific learning outcomes is permitted

- In other words, if you ask me to use a device for educational purposes (E.g. to do some calculations) I will likely give permission.
- Additionally, if we need a stopwatch, timer, photo, or information on line, etc. I will appreciate you volunteering to help out.
- If an emergency exists within the family outside of the school, you are responsible to notify me prior to the start of the class and I will make alternative arrangements for you to make or accept emergency calls outside of the shop environment.

Students not following this policy will face consequences that will include:

- 1 offense** – Warning
- 2 offense** – 30 minute detention after school on the same day and a call home
- 3 offense** – Referral to your designated Vice Principal for intervention

Student Acknowledgement

I, _____ have read, understand and agree to
(STUDENT PRINT FIRST NAME)
the items presented in this course Department Guidelines handout.

(STUDENT SIGNATURE)

(PARENT/GUARDIAN SIGNATURE)

Date _____, 20__
(Please keep in your folder/binder)

Ministry of Education approved definitions for the letter grades

- A 86-100% (Exceeding)** The student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the course or subject and grade
- B 73-85% (Meeting)** The student demonstrates very good performance in relation to expected learning outcomes for the course or subject and grade.
- C+ 67-72% (Approaching)** The student demonstrates good performance in relation to expected learning outcomes for the course or subject and grade.
- C 60-66% (Approaching)** The student demonstrates satisfactory performance in relation to expected learning outcomes for the course or subject and grade.
- C- 50-59% (Approaching)** The student demonstrates minimally acceptable performance in relation to expected learning outcomes for the course or subject and grade.
- I INCOMPLETE** The student is making progress but it has been determined that additional work is required to meet the expected learning outcomes for the course or subject and grade.
- F 0-49% (Not Meeting)** The student has not demonstrated, or is not demonstrating the minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade.

Work Habits

GOOD (G)

- Show an ability to work individually and in cooperation with peers
- Arrive in class ready to work with all assigned tasks completed for the appropriate due date.
- Consistently seek to improve themselves, and make a significant attempt to improve the classroom as a whole in all facets of learning.
- Make a determined effort to make up all missed tasks that have resulted from absences.
- Perform consistently in a positive, pleasant and respectful manner towards all members of the classroom.

SATISFACTORY (S)

- Show a positive attitude towards most aspects of the learning environment.
- Show some ability to work individually and in cooperation with peers.
- Arrive to class most days ready to work with the majority of assigned tasks completed for the appropriate due date.
- Make an attempt to improve themselves and occasionally contribute to the improvement of the classroom atmosphere as a whole.
- Make an honest effort to catch up on tasks missed due to absences.
- Perform on most occasions in a polite, pleasant and respectful manner towards all members of the classroom.

NEEDS IMPROVEMENT (N)

- Would benefit from improved effort in attitude towards learning, peer relations, attendance, lateness, and personal initiative.

Spartan Applied Design, Skills and Technology Department Student/Parent Acknowledgement

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I, _____ am the parent/guardian of _____
(PRINT PARENT/GUARDIAN NAME) (PRINT STUDENT FIRST NAME)

have reviewed the Department Guidelines with my son/daughter and understand and support ALL items outlined in this Guidelines Handout.

(STUDENT SIGNATURE)

(DATE)

(PARENT/GUARDIAN SIGNATURE)

(DATE)