

CREATIVE DESIGN + ENGINEERING

CLASS RULES AND PROCEDURES

CLASS RULES

1. Be respectful of:
 - your teacher (including substitute teachers)
 - other students' work & property
 - others' ideas (rude comments or put downs will not be tolerated)
 - machines and tools in the lab
 - yourself (Failure is the first step in learning.)
2. Be patient and wait your turn while the teacher and/or other students are speaking.
3. Always act appropriately during class:
 - Do not offer obscene noises or gestures.
 - Do not move around during instruction.
 - Use appropriate language. No potty mouth!
 - Keep hands, feet and objects to yourself.
4. If you don't know... ASK!!! First person to ask: yourself.
5. No matter what, always try your hardest!

CLASS PROCEDURES

"To do anything in life successfully, you simply follow the procedures."

1. Be on time for class. Take your seat and be prepared to learn before the bell.
Repeated tardies will result in extra "bonding" time during 9th period.
2. Be prepared for class with pencils, charged chromebook, & your folder. Keep your cabinet and folder clean and organized.
3. Please ask if you need to use the restroom, sign out, and take the pass.
4. If you are absent from class for any reason, it is YOUR responsibility to find out what you missed upon your return to class. Further consequences are possible depending upon the situation.
5. Use class time wisely! If you need extra time to produce quality work, make arrangements to come in during study halls or during 9th period.
6. You will be dismissed at the end of class after all of your materials, tools, and projects have been put away and the shop has been swept clean. Do not leave your projects or personal belonging out for the shop monster to feed on...
7. Music: When working solo, press play and get to work. No playing DJ. Headphones off during instruction and during group work. You may not walk in or out of the classroom with earbuds in.
8. Cell phones: These are a hand-held computers, see computer policies on back. Strike 1=warning, Strike 2=phone on my desk until 3:20pm and no music/youtube for the rest of the year, Strike 3=phone sent to the office.
9. Grading will be based on the use of rubrics, quizzes, and your observed effort in class.
10. Assignments should be handed in on their due date.
 - Any late assignment loses 2 points per day that it is late.
 - Make arrangements to come in to make up work.
 - Assignments will not be accepted after a 5 week mark. No exceptions.

SAFETY RULES IN THE LAB

LISTENING, PAYING ATTENTION, & ASKING QUESTIONS are just some of the ways of making sure that the time spent in this lab is injury free and enjoyable.

Fire Safety: When the fire alarm sounds, remain quiet, turn off machine in use and exit the building according to the exit plan without talking.

Personal Safety in the Lab. Following are lab considerations:

1. Absolutely NO horseplay in the lab. You will lose your lab privileges.
2. Machine use: You must have a lesson/demonstration and permission before using any machine in this lab. Follow specific safety rules for each machine. Think through the entire operation before actually doing it (measure twice, cut once!).
3. Safety glasses must be worn while working with any tool!
4. No gathering around a machine in use and no distracting of or talking to the operator.
5. The machine operator is the only one that may turn a machine on and off.
6. Any injury of any kind must be reported to O'Malley.
7. Work safely by working slowly and carefully.
8. Report dull, broken or damaged tools to O'Malley immediately.
9. Clean as you go!
10. If you have doubts or questions, ASK FOR HELP!!

Computer Use:

1. Be familiar with the school's computer use policy: It is the law of the land!
2. Think before you search!!! Keep your internet research focused.
3. Computers/Chromebooks/Cellphones are to be used for purposes explained in class only. Strike 1=warning, Strike 2=no music/youtube for the rest of the year
4. Homework for other classes may not be worked on during class time.
5. File Management: Keep all files organized in a CDE folder in your H:drive & Google Drive
6. Do not forget to log off of any computer in the lab when you are done.

Consequences: Following are the consequences for not meeting the above expectations:

1st offence: oral warning

2nd offence: sit out of lab and write out an Action Plan

3rd offence: phone call home

4th offence: referral to office

Homework Assignment #1: Due no later than Monday, September 11th.

Parent/Guardian, please see information about how to sign up for Remind located in the same folder this document was saved in. I encourage you to sign up using any one of the 3 methods listed. This is the 3rd year I am using remind and find it provides a quick, easy avenue for open communication. I would appreciate if you could find the time to sign up by Monday. Thank you!

Please message me with some sort of acknowledgement that you and your son/daughter read over the class expectations. Again, please do this by 9/11.