

Lapidary Short Block

Class Procedures & Expectations

MOUNT ANTHONY UNION HIGH SCHOOL
2006-2007 School Year

The following rules and regulations shall apply to Lapidary classes in room 007.

Class Expectations:

1. YOU are *expected to come to class on time*. If you are **tardy** you **must have a pass** from a teacher, nurse or whoever kept you. If you are tardy just because you are late (unexcused) then the following school policy will be followed:

- 1st time - warning
- 2nd time - warning and stay after class to discuss plan for arriving on time
- 3rd – 5th time - Teacher detention equal to the time missed from class + call home + make plan to correct problem
- 6th- Administration will be notified + parents notified + meeting set up + lunch detentions

You will also lose points on your participation grade for lateness with no pass after the 2nd time!

2. YOU are *expected to come to class prepared*.

The following items are required and must be with you in class each day

1. 1 1/2" - 2" - 3 ring binder & 8 1/2 X 11" paper.
2. A blue or black pen - You are encouraged to type papers (Illegible work will not be graded)
3. Pencil – **required** for all lab work and problem solving.
4. Textbooks- **Books must be covered**.
5. **Homework- Late homework will not be accepted!!** If absent, see policy below.

3. YOU are *expected to take your hat off and follow the school dress code* while in my classroom. Students will not be permitted in my classroom until they comply with this rule. Students may also lose participation points.

4. YOU are *expected to be respectful of the teacher and other students in the classroom*. You will do this by raising your hand to speak, listening to others while they speak, following the directions given to you by the teacher, and using appropriate language and comments. **Bullying will not be tolerated!!**

Infractions will result in reduction of class participation points as well as possible administration consequences dependant upon the infraction. (See *student handbook for consequences*)

5. YOU are *expected to be respectful of the property in the room*. Do not open cabinets, drawers, or touch equipment unless directed to do so. Do not wander around the room during class unless you are on task. **You are held responsible for all materials and equipment damaged through your actions. NO FOOD OR DRINK is allowed near the computers.**

6. YOU are *expected to be in your seat when the bell rings* at the start of class and *remain in the room away from the door until the dismissal bell rings*. NO hanging out in the hallway!

Do not start to head to class when the second bell rings; you need to be in class. The second bell marks the start of class and if you are tardy see #1 (above).

7. YOU are *permitted to have ONLY water bottles* in the classroom. This is a science classroom, so no food is allowed due to safety concerns. **NO ONE** will leave the classroom for food!

8. You are *permitted to use the hall pass ONLY when I am NOT lecturing*.

Please sign out and take the pass. (5 mins for bathroom)

When you return, please return the pass and sign back in.

Note: Students needing to go to the *Nurse, locker, office, guidance*, etc. will be given a separate pass. Please still **sign out** so I know where you are in case of an emergency. ☺

Absence/Illness:

If you are legitimately **absent** you must **obtain a pass before the beginning of first block**. This pass can be obtained at the school's main office and must be presented to **each** of your teachers at the beginning of each class. If you cut class you can expect disciplinary action as outlined under school policy and will lose 10 pts from your participation grade for each day missed. Students will lose credit after the 4th cut in a semester-long class!

If you are absent or arrive at school after the class has met **you are responsible** for the work missed, plus the next day's assignment. Please obtain any missed notes from a classmate and all handouts and assignments from me. You must also present a pass for the missed class, so **hold on to the all passes you receive from the office**. Also, if you leave school early for sports activities, etc., you are responsible for the work missed. You should be absent only when it is absolutely necessary. All work missed while absent must be completed within 5 school days after returning unless special arrangements are made. **NO WORK will be accepted after the fifth day back**. Reminder: Students who miss more than 11 days in a semester-long class may be denied credit for the course. (*See your handbook for more on this policy*)

Electronic Entertainment Devices (IPODs, etc.) will not be allowed in the classroom. Students will receive one warning followed by appropriate disciplinary actions for multiple occurrences.

Cell Phones are not allowed during the school day! If I see a cell phone, a warning will be given. The second time I will confiscate and turn in to the office where you can retrieve it at the end of the day, and repeat incidences will involve parents coming to pick up your cell phone from the office.

Internet/Computer Use:

We have access to the Internet in the classroom. The Internet is for class related activities **only**. **No chat rooms, e-mail, web-mail, games, music, or otherwise unrelated sites.** If you are found in areas not related to what is being studied without permission, **you will lose your computer privileges! You are responsible for ALL activities performed on your account, so protect your password (do not give your password to anybody else), and be sure to log off** when you are finished using the computer. **Blue Chairs may only be used when doing computer work.**

- Any infractions will receive a minimum of a **0** for the day and **2** one-hour teacher detentions. Repeat offenders will deal with the proper authorities.

Safety: ANY UNNECESSARY BEHAVIOR WILL NOT BE TOLERATED

I expect each of you to act maturely and resolve any potential problems by talking to me and/or our peers. If problems do arise, proper disciplinary actions will be taken!

GOGGLES must be worn if you are working on an experiment involving chemicals or dangerous items. Aprons are available to protect your clothing.

Note: If you are found in an area or situation requiring eye protection and you are not wearing goggles, you will be excluded from the activity and given zero (0) credit for the work.

Grading System:

Students will be evaluated on a point system. Each assignment will be graded according to the following guidelines:

Quizzes / Tests	10 to 100 pts. each
Homework	will be checked and credit will be given
Group/ Individual Projects	50-200 pts. each
Oral Presentation	100 pts.
Lapidary Work	will be graded by a point system or a rubric
Class Participation	50 pts. per week

Note: A minimum of one to two nights per week. The homework may include but not limited to technical reading and writing, constructed response questions, reports, and research papers.

Your Final Exam will count as 20% of your final grade.

<u>Penalty</u>	<u>Pts. Off Class Participation</u>
<i>Late to class</i>	<i>2-5pts each day</i>
<i>Unprepared for class</i>	<i>2 pts each day</i>
<i>Hat on in class</i>	<i>2 pts per time</i>
<i>Reminder of electronic/ Cell phone policy</i>	<i>2 pts per time</i>
<i>Cut class</i>	<i>10pts each day</i>

Extra Credit: Extra credit opportunities are available (just ask!), but may be done only if your regular work is completed. **Extra Credit can NOT** be used to raise a failing grade to a passing grade.

I look forward to working with you. Hopefully, you will have a rewarding and worthwhile experience. If ever you do not understand the subject matter or a procedure followed in class, please ask for extra help. I will gladly assist you.

GOOD LUCK! Any Question feel free to contact me 447-7511 or dmcewan@svsu.org

Please Return this page signed to me by Friday Sept 1st, 2006!

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I have read and agreed to all the information in the packet.

Student Signature: _____ **Date:** _____

I have read this packet over with my child and agree with all the information in the packet. I also give permission to allow my child to engage in laboratory activities and to go outside to do field studies for the class. I understand there may be field trips associated with this class and that further information will be provided.

Parent/Guardian _____ **Date:** _____

The best way to contact me/us is: (check all that apply and give info)

_____ - **E-mail:** _____

_____ - **Home Phone: #** _____ **Best time to call is?** _____

_____ - **Work Phone #** _____ **OK to call here? Yes / NO**
Hours: _____

_____ - **Other (please specify)** _____

Please list any special consideration that I may need to know about your child or additional information you would like to share. (Ex. Needs to sit in front of class because have trouble seeing, etc...)