

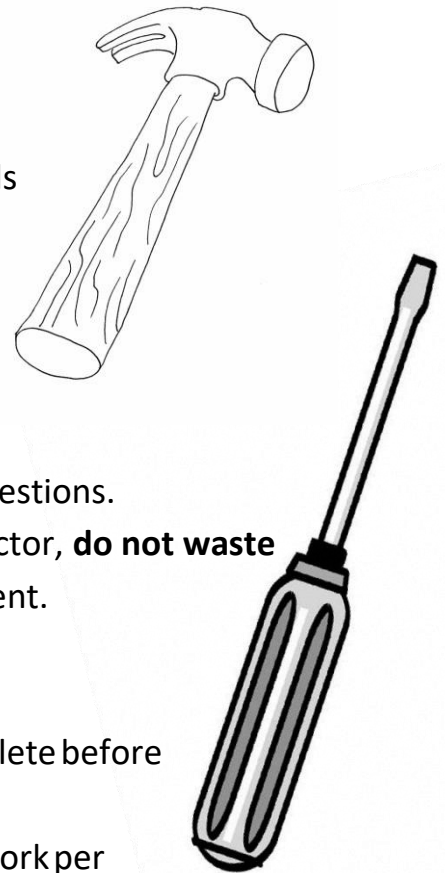


Expectations
Pre-Engineering
Robotics STEAM
Mr. Williams 2017-18

revised 8-2017

Students must assume Learning responsibility by:

1. Being on time to class.
2. Being prepared for class and having the needed materials to complete assignments including paper and pencils.
3. Following **ALL** school rules and policies and dress codes.
4. Contributing positively to our learning community.
5. Using appropriate language at all times.
6. Working **cooperatively** and **collaboratively** with others.
7. Reading directions, following instructions, and asking questions.
8. Using tools and materials only with permission of instructor, **do not waste material or time**. Wasted material may be fined to student.
9. Working safely and following all **safety rules**.
10. Staying "on task" the entire class.
11. Participating in clean-up duties, clean up must be complete before anyone may leave including all robotic parts put away.
12. Taking responsibility for completing and turning in all work per Mr. Williams Pre-Engineering/Robotics Syllabus and WJMS Grading Policy.



Pre-Engineering/ Robotics Material Requirements

- | | |
|------------------------------|--|
| Class Folders | (Provided by Mr. Williams) |
| Student Planner | (with calendar, provided at beginning of school) |
| Sharpened pencils | (1-2 brought to class each day or points deducted) |
| Sheets of lined paper | (2-3 sheets of paper kept in Project Folder) |

General Classroom Rules

1. All students will receive daily/weekly points for behavior, preparedness, and work ethic in Work Habits. Social talking will be kept to a minimum, have all material required for class, and be prepared to work. Students earn 5 points per day when all expectations as met, can earn extra points for going above and beyond, and can lose more than 5 points per day if warranted (EX. Not bring pencil to class). Parents will be notified if a student loses all points for a given calendar week.
2. Headphones are not allowed when teacher is giving instruction, going over instructions, students working in groups, or working the Fabrications Lab at anytime. Please ask for permission before putting headphones on.
3. Jeffco BYOD policy is in effect at all times. Cell phones and devices may be used during class for educational use only if BYOD policy is followed. If a device such as phones or tablets is being used for anything other purpose, the device will be sent to office per WJMS policy. If you need to make a call or text please see Mr. Williams to make the proper accommodations.
4. You are expected to remain in your chairs or work area unless you are getting or returning general classroom equipment or otherwise instructed. Report any damaged of equipment immediately. Students wandering will lose points for the day.
4. Students MUST pass the Shop Lab Safety test before they can use any tools in the labs. If a student fails he/she will be given an opportunity to retake the test. Students who have not passed may not work in room 416 or use tools of any kind.
5. Absolutely NO FOOD, OR BEVERAGES, that includes water and gum, may be in the room at any time. If you break this rule expect to clean the labs on personal time! You will have to call parents to make arrangements.
6. Attendance is mandatory, because this is a project based class all redo work must be done outside classroom time before and after school only within two weeks of absence. Please communicate with me if two weeks is not possible.
7. Being in anyone else's cubbies or computer file is considered a violation and will require a phone call home to parents and/or detention.
8. All Robotic parts must be check out at the beginning and turned in at the end of class including notebook and inventory sheets. Missing parts may be fined to the student.
9. All tools must be turned in at the end of class and put in cubbies, this includes tape, rulers, pliers, and so on. Tools damaged from misuse may be fined to the student.

General Shop Safety Rules

At West Jefferson Middle School, most Engineering/Robotic classes include activities that require students to use a variety of tools and machines to make class projects and products. When hand tools are used in the classroom (Room 414) students are to respect the tools and use the same level of caution that would be expected anytime a student would use a sharp pair of scissors. On days when students will be using tools and machines in the fabrication lab (Room 416), the following safety rules will be enforced so that each student's safety is protected. Students will also receive instruction and be tested on additional safety rules that apply to specific tools and machines before they are used.

Students must pass each safety test before being allowed to use any hand tool or power tool. Power Tools require individual test.

1. Always wear eye protection when anyone is using or preparing to use any tools.

Safety glasses will be put on immediately on entering the shop. If a problem with the glasses arises, students MUST return to the sink area to fix it.

Safety glasses will be put away after everyone has stopped working.

2. Wear shoes and clothes that protect your legs and feet from falling or flying objects. No sandals will be allowed in the fabrication lab.

3. Remove any loose or bulky clothing that may interfere with safety while working. All long hair must be tied back. No loose clothing or hair is allowed.

4. Remove any rings, watches, jewelry, and other items that may interfere with working safely.

5. Do not touch/use any tools or machines until you have received permission to do so.

6. No tools or machines may be used unless the teacher is present to supervise.

7. Report all injuries to the teacher, no matter how small. Report any damaged tools, no matter how small. Things wear out and break but must be reported!

8. Always watch out for other people. Avoid bumping into anyone who is using a tools or working on projects. No horseplay for any reason allowed.

9. Plan ahead, think through each step, and look at what you are doing while using tools.

10. Treat all tools with respect. Do not use any tool as a weapon or toy.

Student Acknowledgment Page (Return this page only):

Both Parent or Guardian and Student must sign below acknowledging that they have read all rules and expectations. A signed copy must be returned to Mr. Williams before the student may fully participate in classroom activities.

Students Printed First and Last Name _____

Date: _____ Contract Signature _____

Date: _____ Parent or Guardian Signature _____

Best way to contact parent (Email, Phone, other) _____

Note: By attending class each student has agreed to abide by all terms of the classroom regulation and/or school rules and regulations whether the agreement is signed or unsigned.

Seeking Parent Speakers and Mentors



PARENT MENTOR

Mr. Williams is seeking parents, family, or friends who would like to participate as Class Speakers or Mentors in Pre-Engineering, Robotics, STEM or Technology Student Association. WJMS is bringing Real Life into the classroom and we are looking for community members who want to share that experience with our students and classes.

Please contact Mr. Williams at drwillia@jeffco.k12.co.us or add information below and Mr. Williams will contact you.

Name _____

Subject _____

Email or Phone number _____