

# Technology Education and Engineering Department Policies

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## GRADING POLICY

The grade for the IDEA course is a combination of the following components: daily documentation, daily in-class activities, group work, website updates and a semester project.

The high school courses are on a 10 point grading scale for the semester:

98-100%	A+	72-77.999%	C
92-97.999%	A	70-71.999%	C-
90-91.999%	A-	68-69.999%	D+
88-89.999%	B+	62-67.999%	D
82-87.999%	B	60-61.999%	D-
80-81.999%	B-	<60%	F
78-79.999%	C+		

Everyone starts each class with a clean slate! Good grades come from turning in quality work **on time**.

## HOMEWORK/ASSIGNMENTS

All assignments will be due at the end of the class period identified as the completion date on the class calendar unless otherwise noted. It is the student's responsibility to make sure that their work is documented on their Weebly website so it can be graded. **Assignments will only be graded via the website and not on an individual in person basis.** Work will be evaluated on correctness, following directions, documentation and neatness. Late assignments will be accepted but it is marked down to 60% credit which is still better than a 0 in the grade book. Exceptions may be made **IF COMMUNICATION HAS BEEN MADE IN PERSON** with the teacher in advance of the due date. (E-mailing the night before does not count!). All projects must have names clearly written on them when possible, neglecting to do so will cause in forfeiture of points or having to redo the assignment.

## CLASS REQUIREMENTS

1. Be prepared for each class with the items listed on the class PowerPoint. Each student must keep daily documentation in their Design Notebook. These will be given to every IDEA student the first week of class. Students will also be required to document their progress on a free weebly.com website.

2. Attend class regularly and participate in the activities. If you are not able to attend, make sure you come and find out what you missed preferably ahead of time. It is your responsibility to pick up missed work/information and turn in completed activities in the assigned format and to the correct location.

Emailing Mr. Willauer for assignments is not an accepted course of action for finding out missed assignments. All class lectures and assignment rubrics will be located on the class website at:

<https://innovationcenterwaunakee.weebly.com/>

## **EXTRA CREDIT**

- Extra credit **may** be offered throughout the year. The goal of extra credit is to enrich the students experience in class and is NOT intended to serve as a substitute for missing work.

## **RULES:**

### **1. ALL SCHOOL POLICIES ARE TO BE FOLLOWED AT ALL TIMES.**

#### **A. REMINDERS:**

**I. CELL PHONES MUST BE USED IN A RESPONSIBLE MANNER. IF THEY BECOME AN ISSUE THEY WILL BE GIVEN TO THE OFFICE!**

**II. PURPLE PASSES – ONLY** for emergencies, and are not allowed during the first 15 minutes at the beginning of class nor the last 15 minutes at the end of the class. Purple passes are also not allowed at all with a substitute teacher.

**3. MACHINE USAGE AND CARE** – The machines used in the Innovation Center require specific training and maintenance. NO ONE may use a machine without consent from the instructor. EVERYONE is expected to use all equipment as demonstrated. Students will be responsible for any damages to machines, tooling or property caused by horseplay, carelessness, or not following safety procedures and demonstrations.

**4. TREAT EVERYONE AND EVERYTHING WITH RESPECT.** With our area it is extremely important that we work well together. This happens through showing respect for one another as well as the equipment we use and our areas. Show respect for the technology and engineering area by keeping it clean. This is everyone's responsibility!

# STUDENT CONDUCT CONTRACT

I, \_\_\_\_\_, the student, have read the above information and agree to:

1. Follow all school policies and any additional rules incorporated into technology and engineering classes.
2. Behave like a mature young adult.
3. Be respectful of other people, their space, and their belongings.
4. Be a positive contributor to class activities.
5. Do my own work to the best of my abilities.
6. Attend class regularly.
7. Follow the directions of the teacher, as they pertain to the above-mentioned rules.

I realize that failure to do these things could result in any or all of the following: extra time spent after class/after school, parental contact, referrals to the office, removal from class, detentions, suspensions, decreased grades, or a combination of any of the above consequences.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please review this information with a parent/guardian. Your signature as well as that of a parent/guardian is required **on the Technology and Engineering Student questionnaire** and this must be turned in before you will be allowed to participate in any classroom labs, use any equipment, or participate in any field experiences.

Mr. Willauer

Mrs. Proctor