

WOODWORKING PROCEDURES

CLASSROOM PROCEDURES

There are three basic rules:

- Wear safety glasses in the shop at all times when the power is on
- Open dust chutes before use of equipment and close immediately when done
- Put tools away **immediately** when you are finished.

Breaking any of these three rules gives you the choice of ten pushups or a zero!

GRADING: Beginning woodworking students have schedules prepared for them. Furniture making students must set a grade goal for each project and schedule the steps of these projects into four checkpoints for each trimester. Each checkpoint will be graded and averaged with your test scores and the final grade for your project. Furniture making students grade each project with the instructor. Unfinished projects receive a “D” until completed. Any project receiving an A or B must be brought in for regional competition or your grade falls to a “C” or lower.

FEES: In order to purchase lumber and other supplies at the best price and most convenient time, students must pay their bills in full at the end of each trimester. You will receive a grade only after your bill has been collected.

FIELD TRIPS: We will try to have a guest speaker occasionally or go on a field trip occasionally. I am open for suggestions. (If we use it, you earn a zero eraser)

TEACHER ABSENCES: I will do my very best not to miss, in the case that I am gone power will be off unless I am comfortable with you as a class and with the Substitute Teacher. Seatwork and videos will be given out and graded. Any referral to me by the Substitute Teacher will result in at least on zero.

OPEN SHOP: I will be opening a shop on a designated night each week once we begin our projects. It will be open from 6:00-8:00PM. This is to help you finish your projects or get extra help from me. Parents are welcome to come in with you and assist. Same rules apply to them if they are near equipment. (SAFETY GLASSES)

HIGH SCHOOL WOODWORKING ATTENDANCE POLICY

OUR BELIEF: In woodworking attendance is a must to complete your work; your project cannot be done at home. Attendance is the mainstay of real life work as well. It is vital to be in class on time each day.

RULES: Four excused non-school absences will be allowed per trimester. These can be accumulated through the year up to a total of 8. If a student takes three trimesters they can have 12 excused non-school absences. Students can make up any absences by coming before school from 7:30 to 8:00 or after school Monday through Thursday or on open shop evenings from 6:00 to 8:00 to work on projects. Students are welcome to come in and earn credit **before** planned absences for class trips, sports events, hunting trips or vacations. All excess non-school absences must be made up before the Thursday prior to the end of the trimester. (For an extended illness or other serious difficulties, additional time will be allowed for making up time.) Check with the instructor.

PENALTY FOR EXCESS ABSENCES Each non-school absence beyond the four allowed per trimester will cause the student's trimester grade to drop one increment. Any student who maintains an A average will not be penalized for excused absences.

Examples: (examples are in trimester one)

5 absences **B** drops to **B-** (one drop because four are allowed)

6 absences **C** drops to **D+**

AWARD Any student with no absences (school and non-school) or zeros for a trimester will have his/her grade raised one increment for the trimester.

Penalty for Skipping: Skipping class earns you the absence **plus 2 zeros**. To avoid this penalty, make sure that each of your absences is excused by a parent the morning of the absence.

TARDIES: Most of our shop safety is covered in the first few minutes of class. To maintain a safe and productive shop students must be on time each hour. A tardy consists of a student not being in his/her chair when the bell rings. Students who are held by a teacher or the principal should get a pass excusing the tardy. Passes will not be accepted from the secretaries. Passes for defective lockers will **not** be accepted either. Each tardy will result in a zero. Three zeroes will result in a shop detention (5 hours after school -see zero policy).

ZERO SYSTEM

Working in a lab setting requires self-discipline and cooperation from everyone. It increases the safety of the lab and helps people work together. Some behaviors hinder others abilities to work well and safely, actions that hinder other people will result in a zero each time. Each zero results in the days work ethic points being removed. You can lose multiple days of work ethic points in one day by having more than one zero in a day. Ex. Tardy and back pack in shop is two zeros

REASONS FOR ZEROES

1. Failure to bring materials or plan necessary to continue working on a project.
2. Late assignment or bill payment, or no pencil. **ALWAYS HAVE A PENCIL.**
3. Not putting your own materials and tools away before starting cleanup.
4. Failure to complete your cleanup assignment. Read you job carefully.
5. Abuse of tools, benches, or machinery, not rotating lathe first (OR 20 PU)
6. In someone else's locker without permission from the locker's occupant.
7. Shop tool in your locker without permission. (Includes safety glasses)
8. Tardy without a principle or teacher note.
9. Cost card not in the box.
10. Failure to record an item on the cost card.
11. Leaving any waste in the washbasin.
12. Not working. (Check with instructor if you have nothing to do)
13. Skipping class or school. **(Two Zeroes)**
14. Name reported by substitute.
15. Swearing and horseplay. (Or 20 Pushups)
16. Backpack in shop or entry.
17. ANY work w/o a signed plan. **(TWO Zeroes)**
18. More than three students at a bench. (seated or standing)