**General Disclosure Document for Mr. Reynolds classes**

All students have equal rights and access to enroll and complete any class that Mr. Reynolds teaches, in a non-discriminating environment.

**Class rules**: 1. Follow directions. 2. Avoid swearing or teasing. 3. Be seated before the bell rings. 4. Class starts when you are quiet. 5. Complete all work to the “Mastery Level”. 6. Obey the “Golden Rule”.

**Discipline Policy**: Students are expected to follow class rules, complete work on time and be kind to others. If a student’s behavior or actions in class are poor, the teacher will: 1. Counsel with the student. 2. Move the student to another chair. 3. Contact the parent or guardian. 4. Refer the student to the Administration.

**Grading**: Grades are based on “total points”. Letter grades include participation/citizenship, tests, lab clean up and daily work assignments. The point-break-down for assignments is listed on a separate “course outline” given out for each class. It should be noted that students earn their grade by handing in completed assignments. A student who comes to class regularly but hands in limited work may fail. A computer program called Skyward is used to record student grades. Because of computer and teacher errors, it’s important for students to keep their graded assignments (until the end of the term) so that the teacher can re-enter lost points. Students and parents are encouraged to view grades often at the school website: pleasantgrove.alpineschools.org. The teacher will make his best effort to daily update a web homework page at http://pgjr-reynolds.weebly.com. Check this page for new information, when you are absent from class, to locate due dates or to get the latest information on upcoming assignments.

**Grading Scale:** (94% = A)(90% = A-)(87% = B+)(84% = B)(80% = B-)(77% = C+)(74% = C)(70% = C-)(69% and below = F). We have adopted a “Mastery Level” which is 70% or above. There are no D grades, just passing/mastery or non-passing letter grades. Missing assignments are not allowed and they must be completed to the mastery level or are redone until the student can reach that level. EXTRA CREDIT is just that – extra points given on assignments that are above the A grade level. These points are not used to make an F grade into an A, but to reward quality work. Grades in the non-passing (F) range, require student/teacher/parent - - remediation. This means a plan needs to be made to make sure that ALL your assignments are completed and handed in. This is the ONLY way to earn missing points & a mastery or better letter grade. “Successful Education” is a partnership between the student, the parent(s), and teacher. ALL share an equal part of this process and no single member can accept blame for the other team members.

**Citizenship/Participation**: This grade is based upon your class grade, student behavior, being on time, and class participation. O (Outstanding . . . A grades) = zero tardies, no missing assignments and near-perfect classroom behavior. S (Satisfactory . . . B grades) = 1 to 2 tardies, 1 to 2 missed assignments and above-average classroom behavior. N (Needs Improvement . . . C grades) = 3 to 4 tardies, 3 to 4 missing assignments, and fair classroom behavior. U (Unsatisfactory . . . F grades) = 5 or more tardies, missing 50% of total assignment points and unacceptable classroom behavior. The teacher usually updates citizenship letter grades during mid-term and the end of term. \*Daily shop clean up points is part of the participation grade.

**Testing**: All tests are done in class. Tool safety tests must be passed with 100% accuracy for a student to be allowed use of the tool tested on. \*Tool use safety tests are available in Spanish as needed. If your student has any special testing accommodations, please notify the teacher.

**Homework and Assignments**: It’s the student’s responsibility to have their assignments ready on the due date and to have the score recorded by the teacher on the computer. Due to the nature of the class, students will have very limited homework if they make wise use of class time. Ample time is provided for students to complete assignments in or out of class. Students who are talking and waste time are the ones who have trouble meeting assignment due dates. Many “shop-type” assignments cannot be completed at home (unless the family has access to a workshop), so after-school time will be required to complete them. It’s helpful for your teacher, if he is given a few days to assemble homework when an absence is coming up, such as a vacation. Using your student planner to record assignment due dates is a good habit to start.

**Student Progress:** Progress reports go home at mid-term and usually the last two weeks of the term. If questions about a grade arise, have the student see the teacher. The teacher can also be contacted at school by phone: 801.785.8707 ext. 101, or by email: preynolds@alpinedistrict.org. Email is usually the best way to contact the teacher. Please note, if a student is falling behind, it is his/her job to catch up, complete work, or schedule after school time with the teacher.

**Attendance**: I follow a school-wide attendance program. Parents are required to excuse a student’s absence by calling the attendance office at 801.785.8743. Excusing your student from a day of school does not excuse them from the work they should have done. Poor grades can be avoided if the student will ask for missed assignments and complete them for grading within 2 days from the absence.

**Tardies**: Being on time to class is very important! Habits students learn in school will follow them to the workplace. At the start of teach term, students get 100 participation/citizenship points. Each time a student is tardy to class, 10 points are subtracted and this causes a lower citizenship and overall grade unless they are made up or excused. **Tardy make up:** Unless a tardy is excused by a note from a teacher, the office or a parent, the student needs to make up each tardy by completing 10 minutes of seat time. These are completed before or after school by permission of the teacher. Making up tardies restores any lost points and keeps your citizenship grade in check. After 7 tardies, no more tardy make up is allowed.

**Truancy**: Truancy means a student did not show up for class, left the classroom without permission or is 20 minutes late for class. A truancy will result in a FULL GRADE DROP for each occurrence. The citizenship grade is also affected as it will drop to an “N”. Along with a lower letter grade, any assignments missed by the truancy only count for ½ credit. **Truancy make-up:** To make up a truancy, a student is required to complete 45 minutes of seat time before or after school and within 2 days from the truancy. This detention period must be scheduled with the teacher. Completing the detention period is the only way to restore the grade drop caused by the truancy. Whether a truancy is made-up or not, the citizenship grade will remain an “N” and missed assignments still count ½ credit for the day of the truancy.

**Late Assignments**: The teacher will usually accept assignments (without a loss of points) that are not handed in during the class period . . . if they are received the same school-day. Assignments that are handed in the next day will be docked 10% for each day they are late up to 5 days late or 50% of point value. After 5 days, the assignments can still be handed in (until the last week of the term) for ½ credit. It is assumed that late assignments will be completed; high quality work or a grade dock more than 10% per day would be possible because of missed or incorrect answers.

**Safety glasses**: Are provided by the school for students to borrow. Safety glasses must be worn when power tools are being run in the laboratory; this is required by Utah State law. Any student not wearing safety glasses will be asked to leave the lab and complete a safety review assignment before being allowed to return. \*It should be noted that prescription eye glasses are not safety glasses.

**Dress Code**: The dress code is enforced by the teacher and the administration. The acceptable clothing requirements are located in the student planner and on a poster in the classroom. Classes in the metals lab are activity based and require bending, leaning, stooping, and other body movements that can cause loose fitting or revealing clothing to expose private body parts or underwear. Belts should be used to hold pants on the hips/waist and clothing should be clean and in good repair so your body is covered. Poor modesty is embarrassing for others . . . and may cause wrongful stereotyping or hurtful teasing. It should also be mentioned that daily showers and deodorant are helpful for your classroom experience. Hugging, kissing, back rubs, and other boyfriend/girlfriend activities are not acceptable behaviors in class.

Other important information:

1. Students are required to act as young adults. This includes being respectful to other students and the teacher, following directions, listening to the teacher, doing your work, being honest, not stealing, not fighting, not being mouthy or sassy and being responsible for the consequences that your actions cause.
2. The teacher’s desk, office, storage rooms, and telephone are off limits to students. Please ask permission as needed.
3. Lab fees are paid at registration time. These are set by the Board of Education and are required for the upkeep and repair of the lab, its equipment, and to purchase consumable supplies (like drill bits, saw blades, etc.)
4. Material fees are required in each class and pay for the metal and materials your student will use in order to complete assignments and projects. If there are any problems in meeting this obligation, please contact the teacher quickly. No projects will be started without payment. This problem may cause students to fall behind or fail the class.

Project Material Fees for all of Mr. Reynolds classes (These are NOT paid at registration!)

 CTE Intro – No Fee

 Metals 8 - $20

Metals 9 - $20 – Mirror or $40 – Viking Clock

Introduction to Technology - $4

1. The class is dismissed by the teacher, not by the bell . . . when clean-up is done, chairs are pushed in and students are quiet.
2. To help prevent stealing, students should write their name on personal belongings and shop projects. They should also leave expensive items in their lockers or at home. Students will be assigned shop lockers or cubbies to secure their projects and assignments.
3. The teacher does not loan lunch money or woodshop tools. Pen and pencils may be loaned with collateral.
4. Careless or improper use damage tools equipment and will be charged to the student who damaged them. Wear and tear damages aren’t charged to the student but such damage should be reported to the teacher immediately.
5. Students who “lose” assignments and require a second worksheet will be docked 10% of the assignment’s point value. This practice is set by the teacher to instill the need for students to become responsible learners and to use a notebook or folder to store assignments so they can be handed in on the due date.
6. Students must follow all metal shop safety rules, keep out of tool-use work zones, pass a safety test (Safety tests are available in Spanish), and have the teacher’s permission to use the equipment. The teacher must be present in the lab for students to use any equipment.
7. Any projects not taken home at the end of the term will be thrown away.
8. Toys, laser pens, electronic items, cell phones, game boys, iPods and like things should be left at home. Having them at school can cause thefts, waste class time, and are distractions in class. The teacher will ask the student to put their personal items away only once. If the same item is seen by the teacher again, it will be taken away.

**Parent Awareness/Permission Form**

My Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print full name) has my permission to operate equipment in the metals shop at Pleasant Grove Junior High School. It is understood that instruction/demonstration on safe operation will be given before he/she is allowed to use any piece of equipment. Your student is required to pass a safety test on each piece of equipment they will be using and that he/she will be properly supervised at all times.

In case of accident, it is preferred that he/she be given treatment by:

Dr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our home telephone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian(s) work #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a parent/guardian cannot be reached, please notify this adult:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Relationship to student)

I have read this Disclosure Document/Parent Awareness Permission Form and will discuss class rules, safety aspects, and discipline plan with my child. Also, I will notify Mr. Reynolds about any learning difficulties, disabilities, health concerns or other special needs my child may have. (Please list below)

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Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent/Guardian)

I (the student) agree to observe all safety rules and class procedures for safe operation and conduct in this course. I will wear safety glasses and pass the required safety tests in accordance with state law. I will ask my teacher for help on any equipment that I don’t understand how to use properly.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Student)