

**Pine Valley Middle School, Technology Lab**  
**Rules and Policies**  
*Mr. Reeves, Teacher* *2009-2010*

**Students will explore technology through hands-on activities involving individual and group problem solving while applying basic math, science, and language arts skills.**

**Objectives:**

- Introduce you to the different types of technology.
- Develop an understanding of the role of technology around the world.
- Develop critical thinking skills.
- Introduce you to a wide variety of career possibilities.
- Learn Teamwork.

**Rules for Working in the Lab**

1. **RESPECT** – everyone and everything within this classroom **at all times**, without exception.
2. **RESPONSIBILITY** – Take care of your space, your assignments, your belongings, and yourself. Make sure you have them with you and under your control at all times.
3. Enter the lab *quietly* and *politely*. You must be in your seat, ready to listen, when the bell rings or you will be marked tardy. **The fourth tardy will result in a trip to the office!**
4. Accidents can happen. Please alert the teacher **immediately** if something happens. Do not try to fix it yourself! This is the only time it is OK to not be patient!
5. **No gum!**
6. You may not bring or download software of any kind onto the classroom computers.

**Rules for Hardware Use**

1. **All of the equipment in the lab is expensive and fragile.** They do not tolerate abuse. Be gentle with everything! Do not hurt the equipment in any way.
2. You have permission to work with the software necessary for the project assignment you are working on. **Anyone caught browsing through other programs, files, games, internet websites, or changing computer settings will experience severe and immediate disciplinary action.**
3. You are responsible for **cleaning up** the module at the end of the period. Make sure to leave yourself enough time to clean up properly, as clean up is counted as part of your grade.
4. You will be required to pass a safety test to use certain tools or equipment.

**Consequences for violating the rules**

1. You will get a warning and I will make a note on my chart.
2. You will be asked to leave for the day to spend the remainder of the day in the office. While you are there you will complete a discipline essay. This will need to be signed by you and your parents and returned the next day. Failure to return the signed slip the next day will result in a five-point deduction of your module grade.

**What you Need**

1. A **folder** in which to keep handouts and worksheets.
2. A spiral **One Subject Notebook** in which to keep class/project notes and special instructions.
3.  $\frac{1}{4}$  “ **ruled graph paper**
4. **Ruler and pencil**

## **Grading**

You will be graded on a combination of things, these include:

- 1) Module and Worksheet scores
- 2) Projects (each project will have different grading specifications)
- 3) Safety and behavior
- 4) Note taking
- 5) Teamwork and class participation.

**Supplies** – you have what you need with you at all times and are wearing proper safety gear when needed

**Behavior** – you are at your module, working with your partner, completing assignments, not goofing around, not endangering others or equipment, following directions, being helpful

**Clean up** – make sure all messes are cleaned up (brushes, paints etc) and all supplies are put back where they belong or are returned to the teacher

**Completed assignments** – These are from any activities that ask you to do write-ups or create a finished product. Not all activities and/or modules will have assignments for every day. Keep your folder up to date.

Fulfilling all the requirements to the best of your ability, participating in class discussions, going above and beyond to help other students, keep the lab clean and safe, and keeping a positive and helpful attitude in class will also be taken into account for your module and final grades.

**Absences** – It is the student's responsibility to get any missed assignment, from the teacher, upon their return from an *excused* absence. This should be done the day they return to school.

**SchoolLoop** – Projects and grades will be posted on SchoolLoop. Grades will be posted at the completion of each project (approximately twice a month).

**HAVE FUN!**

Please feel free to contact me through Schoolloop or email me at [mreeves@srvusd.net](mailto:mreeves@srvusd.net) if you have any questions or concerns.

**Notice to Parents: Participation in technology will allow your child to use equipment, which can be dangerous if not used correctly! Students must go over the correct use of tools with the teacher and complete and pass a safety test before using the equipment! Improper use of tools will not be tolerated! These are not toys and need to be taken seriously, as they can cause permanent bodily harm if not used properly.**

**Detach and Return the below section by:** \_\_\_\_\_

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We have read and fully understand the Technology Lab Rules and Policies as outlined above. We understand that these rules, and the consequences for breaking them, are in place to provide a safe and effective learning environment for the students at Pine Valley Middle School.

**Student signature:** \_\_\_\_\_  
(Print neatly!)

**Parent signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_