

Ruben S. Ayala High School Department

Classroom Policies and Procedures

Principles of Engineering

Mr. Daugherty

Welcome to Principles of Engineering! I will be utilizing Google Classroom along with Google Drive to present material and answer questions. Instructions on how to register will be gone over in class.

Course Description

Principles of Engineering (POE) is a foundation course of the high school engineering pathway. This survey course exposes students to some of the major concepts that they will encounter in a postsecondary engineering course of study. Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of materials and structures, automation, and kinematics. The course applies and concurrently develops secondary level knowledge and skills in mathematics, science, and technology.

Materials

- **Chromebook** - You will need to bring your school issued chromebook daily to class. The class will be running relatively paperless, and you will need your device to complete assignments.
- **Textbook/Resources** – All of the course content will be available online through individual student accounts on www.mypltw.org. Students will have access to all class files through this account at school and home. Additional hyperdocs with online books, articles and video links will be shared on my Google classroom.
- **Graph Paper Notebook/Bound or Spiral (4 Squares per Inch)**
- **Pen/Pencil, paper, and highlighter**
- **3 - Ring**

Communication

All communication to me will be done through district email. Any emails received from students with a non-district email will not be answered. Please note that district email is accessed through outlook NOT Gmail. When email is sent through Gmail the district reads it as outside CVUSD and students CANNOT receive email through Gmail. Either download the outlook app on your phone or log in to Classlink to access your outlook account.

Attendance and Participation:

Students are expected to be in their seats and starting the day's activity when the bell rings. It is imperative that you attend class daily to review material and ask questions. Quizzes and tests will be given to you the day you return at the start of class unless other arrangements are made ahead of time. Any absence marked as truant will have the following effect on your citizenship grade: 1 truant = N, 2 or more = U in citizenship.

Grading:

Grades will be updated on aeries at least every two weeks. Please check the parent portal to view all up-to-date grades. I will not answer questions concerning grades during class, please see me before or after school to address any issues you may have.

Grades will be determined based on points earned in the following weighted categories:

Assessments (Quizzes, Unit Projects, Exams) - 60%

Classroom Activities & Homework - 20%

Notebook - 20%

Tests and Quizzes:

Make-up tests will be given to students who missed the exam or quiz due to an excused absence and must be taken within the first two days of returning to class.

Students who are absent on test days will usually be given an alternate make-up test to protect testing integrity and security. Makeup tests will rarely be in the same format as those given on test day. Students who are absent for in class writing assignments, group projects and/or presentations may be assigned modified or alternate forms of assessment.

Late work policy

Missing and Late Assignments: It is each student's responsibility to ask for any missing assignments or makeup work due to absences from the class. Students will be given one day for each day's excused absence to complete missing work. A score of 0 will be recorded until the missing work has been turned in. Late work will be accepted up to 3 days after the due date.

Grading Scale:

100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D

RUBEN S. AYALA HIGH SCHOOL SCIENCE
DEPARTMENT PHYSICS CLASSROOM RULES

**PARENTS AND STUDENTS PLEASE READ CAREFULLY BEFORE YOU
SIGN.**

REGULAR ATTENDANCE IS ESSENTIAL FOR SUCCESS!!

I WILL NOT TOLERATE ANY ACTIVITY THAT WILL INTERFERE WITH THE LEARNING PROCESS

1. I expect that you will be in your assigned seat, quiet, and ready to work when the tardy bell rings. THE TARDY POLICY WILL BE ENFORCED. In addition, your citizenship grade will be affected as follows, 4 tardies in a semester = "N", 6 or more in a semester = "U".
2. NO talking while I, or one of your classmates has the floor.
3. Lab Experiments are serious, the potential for bodily harm is real; therefore, I expect you to be prepared for each lab (with pre-lab done), stay at your lab stations the entire period, wear your safety goggles, and behave in a mature manner. There will be no sitting while conducting experiments. Stools will be pushed under the tables to avoid tripping. Failure to have pre-lab ready on lab day will result in a zero for the lab and you will not be able to participate.
4. If you are absent and it is excused, it is your responsibility to contact me for make-up work IMMEDIATELY. Failure to make-up missed work in a timely manner will result in a zero for the missed work. NO EXCEPTIONS. You will have as many days as you were absent to complete missed work. Most work will be found on Google Classroom, but if you are unsure of the task please ask.
5. Take Responsibility for your actions. No food, drink or gum in the classroom. Be respectful of other people's property & physical being and the classroom furniture and equipment.
6. Cheating will not be tolerated. School policy on cheating will be followed. Cheating consists of copying homework/classwork from another student, copying teacher made answer keys, copying internet sites, or otherwise using information that is not your own on classwork/tests/projects.
7. If you need to use the restroom, go at the start of class. Check in with me first and then you may go. During class do not ask if we are in the middle of instruction, I will allow you to go during independent work time.
8. Active students: I want to support all activities that you are involved in; however, if your current grade is not at least 70%, your activities advisor/coach and your parents may be notified and a plan to bring your grade up may be implemented.
9. The dress code will be enforced.
10. Electronic devices (phones) are to shut off and placed in backpacks BEFORE entering class. On test days, place cell phones and other devices in the cell phone caddy. All backpacks and purses are to be placed as directed upon entry into the classroom. Be sure to take out your chromebook, writing instrument and calculator before sitting down. Students who do not follow this policy will have their citizenship grade lowered and will be documented according to school policy.
11. Cursing or offensive language is not allowed in or near the classroom.
12. NO PRINTING IN MY CLASS, SO DON'T ASK! I will not print work for you for another class. You can always go to the library before school and print what you need.

13. Check Google Classroom regularly for important posts (you can turn on notifications) and read the wall before asking a question. The point of using such a format is so I do not have to answer the same question several times throughout a day. If you ask a question that has previously been asked, I will direct you to the answer. Hopefully as a community you can help each other out if I have not yet answered a question! I encourage group discussions and helping each other.

14. Special Note to Parents; your student must possess the appropriate maturity level for this course as defined by the physical science department. Any horseplay during a laboratory experiment or disrupting of the learning process may result in a zero for the activity and referral to the office based on severity of the offense. Student safety and learning environment are paramount above all else.

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Please sign directly on the Google Classroom. Typed Signatures will Not Be ACCEPTED.

I (student's name)_____ have read the above class rules for

Mr. Daugherty's class and understand them.

Class Period _____

Student Signature

Date

Parent/Guardian Signature

Date

Parent's Name _____

Parent's Home or Cell Phone # _____

Parent's Work Phone# _____