**West Lafayette Jr/Sr High School**

**Engineering/Technology Department**

# **Classroom Procedures**

## **Classroom and LAB Conduct Behavior**

The teacher cannot realistically list every inappropriate classroom behavior that could ever arise. To a great degree, we must rely upon the individual common sense and good judgment of our students. If student(s) need improvement in their behavior, every effort will be made to work constructively with them before severe discipline or removal from the classroom occurs. In there cases, students will usually receive specific warnings of unsatisfactory performance or conduct before removal.

There may be certain student actions, which represent serious deviation from generally accepted norms of behavior, and these could be considered sufficient grounds to warrant immediate removal from the classroom and or laboratory.

Examples, among others include:

* Dishonesty
* Insubordination, interrupting or disrupting a lab, class or demonstration
* Bullying a fellow student
* Safety violations
* Abuse or misuse of tools, equipment or facility, or computers
* Use of abusive or inappropriate language
* Cell Phone, MP3 Players and/or other personal electronic devices are not permitted for use during class.
* Others

## **Consequences**

Students who choose to break he rules will:

* Be reminded with a visual and verbal response
* Have a short conference with the teacher
* Be subject to a morning, noon, or after school detention
* Removed from class and sent to the office the student may be assigned and In School Suspension (ISS) note: ISS will also have a 1% grade reduction per occurrence from the grading period
* Permanent removal from class

The teacher will determine the severity of the offense. Any removal from the class for any disciplinary reasons will result in an automatic zero (0) for the period. Any makeup allowed will be at the discretion of the teacher.

**Absences Due to Suspension ( Truancy, ISS or OSS)**

A 1% grade reduction per occurrence for the grading period

## **Academic Honesty**

Each student is expected to accept the responsibility for his/her academic honesty.

If is determined by the teacher that a student has attempted or circumvent the educational process intended by the teacher:

* By submitting work that in substance is not the student
* By gaining knowledge of receiving, or dispersing the specifics of a test, quiz, or exam that the teacher did not attend the student to have or share with others
* By violating and cheating policies previously defined by the teacher or school and approved by the principal

The student is guilty of cheating, this will include, but not limited to:

* Copying, in part or in full, homework, test, quiz or exam
* Plagiarism
* Using materials during a test, quiz or exam that have not specifically been permitted by the teacher

The teacher will notify the parent(s) in writing and /or by telephone of the offense within two (2) school days.

Those found to be cheating will, upon the first offense, receive a failing grade on the assignment(s) in question and for the second offense, a failing grade (F) will be recorded for the grading period.

##  **Tardies**

Any student who is not in the classroom prior to the bell will be considered tardy.

Excused Tardy—are passes by faculty or staff excusing the tardy.

Unexcused Tardy—no signed pass, student tardy beyond the ten (10) minute limit will be considered truant.

## **Grading** Scale note:(+ and – are used with in a letter grade)

 100-90% A

 89-80% B

 79-70% C

 69-60% D

 Below 60% F

Grades will be based on homework, test, quizzes, exams, group activities, individual projects, participation in class, classroom behavior, lab responsibilities and other items determined by the teacher.

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