

Graphic Communications Shop Rules

I, _____ will:

Be on Time

- Be on time to shop. If you are not in your assigned box (prepared – see below), AT THE BELL. If you attempt to go to your box after the bell, be prepared to hand in a pass from the Dean's office or a phone call from the teacher you were meeting with.
- Be prepared for shop (full uniform (including shop shoes), hair pulled back, ID, writing utensil, notebook).

Show Respect

- Do as I am told, when I am told. I will not debate the instructor.
- Pay attention to my instructors when they are speaking to me - that includes making eye contact.
- Respect every individual with a professional attitude at all times.
- Use respectable, professional language at all times.

Follow Instructions

- Keep my workspace clean. I understand this is the school's property, not mine.
- Obey directions from my instructors.
- When in doubt, I will seek help from my instructor.
- I will use the bathroom pass for the bathrooms at the crossroads only. I know the D-wing bathrooms are only to be used with an instructor present. If I am caught using this bathroom without an instructor, I know I will serve a detention.

Follow Safety Procedures

- Follow every safety rule and procedure at all times.
- Wear shop uniform to shop. I understand that jewelry of any kind, shorts, or frayed clothing is not allowed to be worn in the shop. Taped (duct, masking, etc.) or stapled clothing is not allowed in shop.
- Wear safety glasses, in designated areas, at all times.
- I will not wear any hanging jewelry around my neck and outside of my uniform, ears or wrists. This includes banded bracelets.

Act Responsibly

- Only run equipment after I've passed the safety requirements.
- Do my own work.
- Don't do another student's work.
- Ask for more work, when finished with a project.
- Give your best effort. Your effort is what I care about most.
- During break time, no one will be allowed to sit in the junior lab without permission.

Electronic Devices

- ***Turn off and put away all electronic devices before entering the shop. Do not use them while leaving the shop at the end of the day.*** Failure to comply will result in device confiscation and turned over to an administrator.
- ***Per the School Handbook, no Apple Watches are allowed in school or shop.***

Juniors

- You are not to change into different footwear for lunch. What you wear at attendance, you wear to lunch.
- Per Massachusetts Education and Diman Administration: In order to maintain student engagement in the shop curriculum, any student who is missing three (3) periods or more during the school day, will be required to hand-write a one-page paper about a shop-based article. Articles have been provided for you. If you are missing a full day, you will be required to hand-write a two-page paper (per day missed). Again, the paper will be hand-written only, with a minimum of 270 words per page. This requirement is the equivalent of missing class time during the academic cycle. Articles are provided on a location on the network and on my google classroom page.
- Missing greater than 5 periods of shop will result in a zero (0) grade for the day until the article make-up work is completed. Missing 3 periods of shop will result in a grade of fifty (50) for the day until your article make-up work is completed. Upon your absence/dismissal, it will be your responsibility to print the provided articles from the network or the google classroom. You will need to pass in your handwritten paper(s) with the article title/article attached, your name and the date you were absent and the date you turned it in. The due date for the article will be 1 week after the date of the absence. Once this is done, your grade will be changed for up to full credit for a timesheet grade. The articles are stored in the following locations:

GCUpperlab > Handouts >PREPRESS > !!Absence Articles

Classroom.Google.com > Access Code: ruv20t1

EXTENSIVE ABSENCES – unexcused or excused. For every three (3) days absent from shop within a trimester, it will be MANDATORY, that you remediate 1 hour after school on my extra help day within 1 week of the last absence. On that remediation day, you will be required to stay to make-up lesson work, practice skill sets learned in shop, work on current projects or perform various tasks expected from a junior year student. If you fail to remediate, you will serve an administrative detention (Saturday School) and receive a failing test grade for that trimester.

Student Signature:

Parent/Guardian Signature:
