

Industrial Technology Department

Missouri Valley Schools

Instructors: Mr. Unger Mr. Oldberg

Dear Parents,

The following information has been provided and discussed with your student. Please take a few minutes to read through this material. After you have read and discussed these classroom guidelines with your student, both you and your student need to sign where stated. Signing this sheet tells us that you understand how the Modular Technology Lab will operate and will expect your student to abide by the established guidelines and rules.

NOTE: This form must be signed and returned to the instructors and placed in the student's folder.

If you have any questions, please call 642-4140 and ask for Mr. Unger or Mr. Oldberg. Thank you for your time and support.

TO THE STUDENTS:

Welcome to the Industrial Technology Modular Lab. This class has been designed to allow you to experience many different new technologies that affect your daily lives. Activities have been developed to allow you and a partner to interact with expensive high-tech equipment. It is every ones responsibility to do their part in protecting and maintaining the equipment.

Our Technology Lab contains 15 modules. Each module contains 10 hours of instruction, which explains each activity. There is also an additional 30 hours of activities for the advanced students. This allows you and your partner to work at your own pace. Over the course of a 12 weeks, you will be able to rotate through 2 to 3 modules. Your instructors will do their best to schedule you to these modules, but due to some modules being very popular, you may be assigned to a module which will not be of your choice.

Classroom Procedures:

On most days you will be working with a partner in an assigned module. You are to stay in your module during the class period. **DO NOT LEAVE YOUR MODULE!!!** Do not socialize with other students or bother other modules.

When you enter your module, please check carefully to see if everything is in place and that no damage has occurred to any of the equipment. If you find anything

wrong, notify the instructor immediately by raising your hand or activate the call button at your station. If you wait until after the class is started, you will be responsible for any damage that may have occurred. If you and your partner need help during lab time, please push the call button at your station. **DO NOT LEAVE YOUR MODULE, BOTHER OTHER MODULES, OR VERBALLY CALL OUT FOR HELP!!!** You are working in a business office environment that needs to be professional in appearance and an activity level that is calm and quiet. At the end of your class period, you must shut down your module and make sure everything is ready for the next class to use. **DO NOT** shut off your computer. **YOU WILL BE DISMISSED FROM CLASS BY YOUR INSTRUCTOR!!!**

Discipline and Lab Rules:

You and only you are **RESPONSIBLE FOR YOUR BEHAVIOR**. Your success is dependent upon how you act and react with your fellow students. In order to make this an enjoyable learning experience for all students, the following procedures have been implemented in our Technology Lab:

1. Unless told otherwise by your instructor, go immediately and quietly to your assigned workstation when arriving for class.
2. If **TARDY** to class, you must have a pass to get into the lab. Otherwise you will lose time and points from your module and will have to make up the lost time.
3. Have a pencil or pen everyday. You may not leave class to obtain a writing utensil.
4. No **GUM, FOOD, OR DRINK** is allowed in the technology lab.
5. **NO COATS, JACKETS, OR LARGE BAGS** are allowed in the Technology Lab.
6. You will show self-control and proper behavior at all times. This includes:
 - ◇ Show respect for fellow students and teachers.
 - ◇ Use materials and time wisely.
 - ◇ Follow safety procedures.
 - ◇ Properly take care of all equipment.
7. **ALL RULES** in the student handbook will be followed and enforced.

Consequences for Inappropriate Behavior:

- ◇ First occurrence – Warning
- ◇ Second occurrence – Time out (away from module 1 day)

- ◇ Third occurrence – Time out (away from module 1 day) **Parents are called.**
- ◇ Fourth occurrence – Time out (You and your parents must meet with the instructor and principal to decide whether you can return to the class or be removed from this class.)

Grading:

The students grade will be based upon the following categories:

- ◇ Attendance
- ◇ Working with others
- ◇ Completion of assignments
- ◇ Tests
- ◇ Hands-on projects and activities
- ◇ Extra-credit assignments

We are very excited about our Modular Technology Lab at Missouri Valley Schools. We look forward to working with your student.

Sincerely,

Rod Unger
Paul Oldberg