

# Mr. Ladwig's Aerospace Modeling Policies & Procedures

Class Website: [www.ladwig.vmsteacher.org](http://www.ladwig.vmsteacher.org)

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## ➤ Introduction:

The following list of policies and procedures should be used as an aid to help you understand the responsibilities of your class.

## ➤ Daily Procedure:

We will follow this procedure each day:

- Warm-up and Planners: Write in your planner the Planner Entry for the day, then write the warm-up question and answer it in your notebook. (TALKING IS *NOT* ALLOWED DURING THIS TIME).
- Announcements: This may include special instructions regarding homework assignments, reminders of upcoming events, or the addition of new TASKS to your project notebook, etc.
- Daily Lesson: This may be a continuation of the previous day's lesson or the start of a new lesson.
- Review of Lesson: The most important points are stated by the teacher and/or students. Next day's lesson may also be discussed.
- Dismissal: By teacher.

## ➤ Materials & Supplies:

You are required to be prepared for every class session. Each day bring the following:

1. Two pencils (sharpen pencils before beginning of class) and a pen
2. Notebook with paper
3. School Planner
4. Project Notebook (single subject spiral notebook)

If you do not bring an acceptable pencil to class, you must either borrow one from a nearby neighbor, or loan me your shoe in exchange for borrowing the pencil. If your pencil breaks during class, you may exchange it for a sharpened one.

## ➤ Project Notebook:

A project notebook will be kept by each student. It will have all of your completed and graded work.

NEVER THROW ANY PAPERS AWAY UNLESS DIRECTED TO BY YOUR TEACHER!! ALL

GRADED PAPERS MUST BE SAVED AND GO INTO YOUR PROJECT NOTEBOOK. The notebook will organize your papers so that Cornell notes and assignments can be located quickly. It is also an aid for studying for tests and quizzes. This notebook WILL BE COLLECTED AND GRADED AFTER EACH CULMINATING PROJECT. It will be graded on completeness, neatness, and accuracy. The notebook will have the following parts:

1. Table of Contents: This simple reference sheet lists all of your work, notes, and quizzes. For every item the following information will be entered on the sheet: TASK number, Title, Date Assigned, Due Date, Number of Points Possible. It is the student's responsibility to update their Table of Contents whenever a new TASK is given or graded work has been returned. If you were absent, update your TASK sheet with the missing assignments on your first day back.

2. Contents: When graded work is returned you will update your Table of Contents and add the paper to your notebook. On each page write the TASK number in the upper outer corner. Culminating projects will also be recorded in the notebook. It is the student's responsibility to keep pages properly numbered and stored in the book.

➤ **Planners:**

You are responsible for WRITING EACH DAY'S PLANNER ENTRY IN YOUR PLANNER. You must copy everything from the Planner Entry board, even if it simply states, "No Homework."

➤ **Warm-up:**

You will keep a Warm-Up section in the front of your notebook. The teacher will have the day's warm-up on the board when you silently enter the classroom. You must immediately get to work on the warm-up.

➤ **Make-up Work and Lab Partner:**

IF YOU HAVE BEEN ABSENT FROM CLASS IT IS YOUR RESPONSIBILITY TO OBTAIN AND MAKE-UP ALL MISSED WORK AND TURN IT IN ON THE ADJUSTED DUE DATE. Please see the class website ([www.ladwig.vmsteacher.org](http://www.ladwig.vmsteacher.org)) for the work you missed when you were absent. Assignments will be listed in the Calendar section of the class website. The number of days you were absent will be the number of days you have to make-up the work. In many cases you may need to obtain missed notes or information from a lab partner. He/she is the first person you should see after you check the website. See the teacher only after you check the website and speak with a lab partner.

➤ **Late/Missing Assignments:**

You are encouraged to stay current in your class assignments. To help you achieve this goal, your parents will be contacted if you are missing work, or have unsatisfactorily completed assignments. Late work will be docked 20 percent. Assignments turned in more than one week late will at best receive half credit. If you have questions about an assignment, do not hesitate to see me. I am available most Mondays, Wednesdays, and Fridays during lunch, or see me to schedule another time if this will not work.

➤ **Homework:**

Generally homework will not be assigned in this class. When it is though, it is due at the beginning of the period on the due date, except when otherwise indicated by your teacher. DO NOT do assignments from other classes during the period as they will be taken away from you and not returned. Long term assignments should be done from day to day and not entirely at the last minute.

➤ **Tests & Quizzes:**

Quizzes will be given at intervals throughout each unity of study. Tests will typically be given at the conclusion of each unit. Advance notice will be given one week prior as multiple planner entries. Unsatisfactory quiz and test scores may be re-taken at lunch.

➤ **Grading Procedure:**

Your grade will be determined based on the following categories:

1. In class assignments
2. Projects
3. Quizzes and Tests
4. Project Notebooks

Your letter grade will be based on the traditional criteria:

- A 90%-100%
- B 80%-89%
- C 70%-79%
- D 60%-69%
- F 0%-59%

➤ **Class Rules:**

The class rules are based on the BEST standards:

BE: SAFE, RESPONSIBLE, RESPECTFUL

Building on these standards, students must always raise their hand to speak, unless otherwise instructed. Each quarter (6 weeks), students will be provided with 2 bathroom passes each. Any unused passes at the end of the grading period may be returned for extra credit. Emergency situations will be dealt with on a case-by-case basis.

➤ **Discipline Hierarchy:**

- 1<sup>st</sup> time: Verbal/Non-Verbal Warning
- 2<sup>nd</sup> time: Refocus in back of room
- 3<sup>rd</sup> time: Refocus out of room
- 4<sup>th</sup> time: 1-2 minutes after class

In severe or persistent cases, students may receive a detention, call home, or referral to administration. This course is an elective, and it has a lengthy waiting list. **Students who have frequent discipline issues *will be moved out of the class.***

\_\_\_\_\_ cut here \_\_\_\_\_



\_\_\_\_\_ cut here \_\_\_\_\_



**If you have read the above policies & procedures and agree to abide by them, please provide the signatures and email address below.**

Print Student's Name: \_\_\_\_\_ Per. \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Email: \_\_\_\_\_ (for open communication)