

Class Rules and Policies

Reagan High School - Engineering & Tech Ed Program

ALL SCHOOL DISTRICT AND REAGAN HIGH SCHOOL RULES AND POLICIES WILL BE FOLLOWED:

The Reagan High School - Engineering & Tech Ed Program adheres to all Winston-Salem / Forsyth County Schools Conduct Code and Reagan High School specific campus rules as required by Campus Administration. All rules and policies are for student safety and student success.

ENGINEERING PORTFOLIO BINDER - The Cornerstone of the Reagan Engineering Program:

- The Student Engineering Portfolio is how students' assignments are graded.
- All work is submitted to the teacher, then graded and returned for placing in the engineering portfolio binder.
- Students will build a portfolio from their class writing, assignments and projects based on the Technology Student Association (tsaweb.org) projects.
- The engineering portfolio binder is graded multiple times per semester to verify the students class assignments are in their binder.
- The engineering portfolio binder is graded for job & college interview presentable.
- Their engineering portfolio binder is the component of their proof of knowledge for end of course assessment.
- All tests and exams are open notes and their engineering portfolio and spiral ring notebooks can be used.

Work Bell to Bell:

Students will work bell to bell work. No gathering at the door waiting for the bell to ring. The last 10 minutes of class are for cleaning, returning binders to file cabinets and then students are to sit at their desks until the bell rings.

CELL PHONES & PERSONAL ELECTRONICS

- Cell phone & School Board Policy will be followed in the Reagan Engineering & Tech Ed classes.
- Cell phones are to be in their backpack and not seen in class.
- Cell phones are not to be in their pockets or on one's person in the engineering program classes and shops.

BACKPACKS:

Backpacks are to be under your assigned computer desk at all times

DESIGN LAB & SHOP RULES:

- ***SAFETY GLASSES are to be worn in the shop labs!***
- **LONG HAIR** - Must be secure in hair ties or scungies securely behind shirt collars
- **ABSOLUTELY** no running in the lab and shop. Too many sharp edges and saw dust.
- **ABSOLUTELY** no horsing around
- **ABSOLUTELY** no talking to a student when the student is using a power tool.
- Students will return all hand tools to that tool's correct storage location when the tool is not in

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use.

- Students will lower the bandsaw guard to the bandsaw table base after use and vacuum off the saw when finished using.
- Students will immediately notify the teacher if a tool malfunctions.
- No open toed shoes, flip flops or sandals are allowed to be worn in the shop.
- All engineering portfolio binders are to be stored in assigned black filing cabinets in class.
- All chairs are to be neatly put back under the computer desk when exiting the classroom.
- At the end of class all design lab project work tables are to be neat and tools, glue scissors back in table caddies/totes.
- ALL SOLDERING IRONS, GLUE GUNS ARE BE TURNED OFF AND SAFELY RELOCATED ON COOL DOWN HOLDERS!!
- **FUNDAMENTAL RULE...LEAVE THE LAB BETTER THAN YOU FOUND IT.**

These rules and safety policies are for student safety and ultimate success. Let's have a great year!!

Sincerely,

Richard Platt

Teacher

Ronald Wilson Reagan High School

Please sign that you acknowledge, understand, support and will follow these Class policies and rules.

Student

Date

Parent

Date

****Student is required to keep this signed policy after grading in their Engineering Portfolio Binder**