

PLEASE COMPLETE ALL THREE SHEETS!!!

**HVACR
Daily Participation Points**

The students enrolled in HVACR program will be graded daily on performance during class. This is in the effort to improve and encourage attendance and professional conduct.

Grading will be based on 10 points. Infraction of the following rules will result in the loss of points, depending on the severity and frequency of the infraction. If repeat infractions are made the student may be referred to the office.

Grading is based on the following criteria:

Safety

- Gloves and Eye Protection
- No Horseplay
- Tool Safety

Preparation

- Proper Dress
- Books and Pen / Pencil

Behavior and Effort

- On Task
- Clean Up
- Respect
 - o Use Mr., Ms. And Mrs.
 - o Fellow Classmates
- Inappropriate Language
- Proper cellphone use

Parent / Guardian: _____ **DATE** _____

Email Address: _____

Phone Number(s): _____

Student: _____ **DATE** _____

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**HVACR
Remind App and Grading Software**

It will be the **student's** responsibility to use the Remind app or email to call off prior to the start of class in order to be eligible for makeup work for days they will be absent. It must be the student to call off since this very closely duplicates calling off from work and gets your student used to the process they will be using once they graduate and are working out in the field. Once the student calls off, an assignment will be sent to them on the Remind app or Canvas. The student can print the assignment and turn it in when they return or complete it digitally and send it back on the app. All makeup work is due upon arrival on the student's first returning day unless other arrangements were made.

All grades will be entered into the school's grading software ESD. Parents can log in to this software and be kept up to date with their student's grades at any time. Also, should your student lose points due to their actions or if anything of note happens, I will post a comment on the grade that can also be seen from this interface. I highly recommend checking it at least once a week to keep up to date with your student's progress through the program. Sign-on information is typically sent home within the first few weeks of school. If at any time you have a question, feel free to use the Remind App and I will respond as soon as possible.

Please sign and date below verifying that you understand expectation and grading for the daily participation grade. **Your student will be unable to participate in hands on labs and will be given an alternate exercise until the return of all these documents with both your signature and your student's.**

Parent / Guardian: _____ **DATE** _____

Student: _____ **DATE** _____

Shop Rules for Safety and Courtesy

1. Students must be dressed properly in order to work in shop.
Example: Jeans or coveralls with hard shoes and safety glasses. (No shorts, baggy clothes, jewelry or any materials that hang. If you have long hair, tie it up. If your pants sag you must wear a belt.)
2. Shoes should be sturdy with thick soles that will protect your feet from protruding nails.
3. Safety glasses must be always worn when not in lecture. (Working on a project or not)
4. Students are only permitted to work in the groups assigned by the instructor
5. Absolutely no sitting in the shop area unless the job requires.
6. Tool room is restricted to tool person only.
7. Under no circumstances will horse play be tolerated. (Do not hurry or speed through shop or while using any machine in shop)
8. Before operating any power tool, trainer, or piece of equipment you must be thoroughly familiar with its operation and have passed on all safety procedures with a 100% on both written and performance tests. If you don't know how to use something-ASK!
9. Respect teachers and fellow students alike.
10. Shop must be cleaned before dismissal.
11. Only one student at a time is permitted to be in the tool room.
12. Any student caught "LOAFING" will be given a project by the instructor to be completed at a given time.
13. Absolutely no food in shop unless permitted by Mr. Heltion.
14. Students who carry book bags or backpacks must keep them in the locker area or hang them on a hook

Any violation will be dealt with according to the severity and frequency.

Signature (Parent) _____

Signature (Student) _____

Thank You,
Mr. Heltion, HVACR Instructor
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