

**HEPHZIBAH HIGH SCHOOL**

**Transportaions HHS**

**Teacher: John Williams**

**Email: willijo2@boe.richmond.k12.ga.us**

**Phone Number: 706-592-2089 ext.2181**

**Planning Period: 3rd**

**Remind 101 codes 1st year 681f7 2nd year,405018, & 3rd year 39cea2**

Dear Parent/Guardian

Hi, my name is John Williams. I want to take this opportunity to introduce myself and let you know that I am pleased and excited to have your son or daughter in my Transportation class. I am providing the following information so you will know what my expectations are and how your student can be successful in my class. Please take the time to discuss the information here with your child. Although I am going over this information in class, discussing it at home will be a meaningful way to increase understanding. If you have any questions or concerns, please feel free to contact me.

I believe that if we all work together; your child’s success is certain! The purpose of this class is to set students on a path towards gainful employment via skilled trades, whether it be through an apprenticeship, a certification, dual enrollment, college or entering the world to work.

**Course Description**: : This course is designed as the foundational course for the General Automotive Technology pathway. Students in this course will learn the basic skills needed to gain employment as an entry level automotive technician. Students will be exposed to courses in automotive preventative maintenance, brakes, steering and suspension, electrical systems, engine repair, engine performance, automatic transmission, manual transmission and differential & automotive HVAC. The hours completed in this course are aligned with ASE standards and are a base for the entry-level technician.

While I will enforce the rules, when necessary, I will be putting more emphasis on teaching students how to be responsible for themselves. I will stress the following traits, which are called Guidelines for Success: Professional, Respect yourself and others, Integrity, Dependable, Exceptional Effort.

**Classroom Rules**

The classroom rules are designed to ensure that no student’s behavior with the learning of others:

1. Be on time and prepared to learn!
2. Cheating of any kind is prohibited.
3. Professional language required. (Absolutely no use of vulgar, profane, or inappropriate language in the classroom/lab.)
4. Do not leave your seat without permission, and only two students can use the restroom during class.
5. School issue Technology are the ONLY electronic devices allowed to be used in class for digital assignments.
6. Eating and/or drinking is prohibited (other than water in a clear bottle) in class.
7. **NO Cell phone** or earpiece usage is prohibited in class and must be placed in book bag out of visual site at the beginning of class .
8. Keep the room/lab clean and respect the lab equipment and furnishings.
9. Follow Dress code policy and safety guidelines as outline in syllabus.
10. Listen to the teacher when being spoken to, raise your hand to ask questions and ask for help if you do not understand something.
11. During any announcements, be quiet and listen until they are finished.

**Consequences for violating classroom rules:**

* 1st offense: verbal warning
* 2nd offense: parent contact and disciplinary referral
* 3rd offense: conference and disciplinary referral
* Severe offense: Immediate office referral, denial for promotion to next course or submission of board application.

1. Dress Code Violations for Lab Days will result in students” not being able to perform lab assignments and receive a grade of zero for any task assignments missed.
2. Dress Code Violations for Non-Lab Days results in students receiving a work ethics grade of a zero.
3. While using school issued technology, you should not check e-mails, chatting, play games, download or, upload, doing research for another class, listen to music, personal browsing, etc. When allowed to use the internet, visiting websites that are not appropriate or not educationally related is **PROHIBITED**. Violators will face consequences as outlined in the student code of conduct.

**Missed/Late Assignments*:*** each student is expected to complete all assignments in the allotted time. **There will be a 5pt. deduction per day on all late assignments. Assignments will not be accepted after 5 school days.**

**Make-up policy: it** is the student’s responsibility to obtain and complete make-up work when absent. All work must be made up within 5 days of missed assignment, **NO** other exceptions. Students must complete all assignments during class.

**Makeup tests:** must be scheduled with the teacher once you return to school. All tests must be taken within five days of returning to school.  **If you are not satisfied with a test grade you can retake it except your final exam (format may change).**All retakes must be done by the next day.

**Re-do Policy:** If the student turns in an assignment that receives a failing mark, the student can redo the assignment. The student must conference with the teacher within one week after receiving the assignment. After conferencing with the instructor, the assignment will be given back to the students to redo. The assignment must be completed and returned within one week after the conference. Once the redo assignment is completed and corrected, it will be averaged with the original grade. It is the student’s responsibility to take advantage of the redo policy. At the end of the nine-week marking period, students can no longer redo assignments. **Teachers have the professional autonomy to assign the student’s final grade based on the student’s overall understanding of the assigned standards.**

**Classroom Procedures**

* **Weekly Schedule:** Theory in class and Lab
* **Entering the classroom:** Once you are greeted at the door, place your cell phone in your assigned slot of the cell phone locker or bag. Read and follow the directions on agenda displayed on smartboard or canvas until class begins.
* **Ending class: Once I finish class,** follow classroom safety and cleaning guidelines. I will check your area for cleanliness and sign your cleaning guideline task sheet. Do NOT leave class until I dismiss you. If you do leave before dismissal, disciplinary referral will be reported.
* **Tardy to class:** If you enter class after the tardy bell has rung, you are tardy. After 3 tardies, you will receive a verbal warning. After 5 tardies, I will contact parent/guardian and disciplinary referral.
* **Daily/Weekly assignments:** Daily/Weekly assignments will be posted on canvas with due dates and instructions. This includes online, in class, project, quizzes, and test.
* **Turning in assignments:** Each assignment will have instructions on how to turn it in. Assignments turned in in class or canvas must have a full name and date to receive full credit. 5 pts will be deducted from final grade for no name and/or date.
* **Grading/Returning assignments:** Grades for assignments other than projects will be posted and returned within three days of the due date. Projects grades will be posted and returned within five days of the due date.
* **Grade Status:** All grades will be posted on Infinite. Check your grades each day for accuracy and status.

**Grading**

Below is the information your child has been given about grades:

**Grading Scale: Grading Policy**

|  |  |
| --- | --- |
| **Area Percentage** |  |
| **Major**   **40%**  Test  Project  Lab  **Minor**   **60%**  Classwork  Discussions  Homework  Quiz’s | Grading Policy:  A = 90 – 100  B = 80 – 89  C = 75 – 79  D = 70-74  F = 69 or below |

**Contact Information**

The students know that they can always ask me questions in class and can schedule an appointment to talk to me whenever they need help. If you want to contact me, my email is listed above.

**MATERIAL SUPPLY LIST Transportation**

**Black or Blue Pen**

**Pencils**

**Notebook and Paper**

**Close Toe Shoes (MUST HAVE Every Day)**

**Must bring a charged Laptop (Everyday)**

**MATERIAL SUPPLY LIST Transportation**

**Black or Blue Pen**

**Pencils**

**Notebook and Paper**

**Close Toe Shoes (MUST HAVE Every)**

**Must bring a charged Laptop (Everyday)**

**Thank you for your time. Please fill out the form below, sign it, and have your child sign to indicate that you have discussed this information. Have your child return the slip below by Wednesday.**

**Sincerely,**

**Mr. John Williams**

**---------------------------------------------------------------------------------------------------**

**We have discussed this information about how to be successful in Transportation.**

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Students Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please print**

**Contact information Gaurdian:**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**