



EL PASO HIGH SCHOOL STEM LAB STUDENT AGREEMENT



Classroom Expectations

1. Respect themselves, each other, their teacher, and equipment.
2. Use only appropriate language.
3. Follow their teacher's directions the first time they are given.
4. Submit assignments on-time.
5. Use electronic resources only for appropriate, academically-relevant tasks.
6. Eat only outside STEM labs.
7. Use only chairs as seating surfaces. (Stay off tables and counters.)
8. Exercise good time-management habits.
9. Utilize the 'print preview' feature before printing assignments.
10. Log-off workstations at the close of class.



Consequences

1. First Offense: Verbal Warning
2. Second Offense: Parent Phone Call
3. Third Offense: Withdrawal of Privileges / Alternate Assignment
4. Fourth Offense: Parent / Teacher Conference
5. Fifth Offense: Administrative Intervention (Referral)

Classroom Procedures

- **Arrival to Class:**
 - (1) Enter the lab quietly and begin Sustained Silent Reading. (SSR)
- **Dismissal from Class:**
 - (1) Save work and log-off workstation.
 - (2) Return all supplies / tools to the designated area.
 - (3) Ensure that your work area is clean.
 - (4) Stand by your desk and push in your chair.
 - (5) Wait for teacher to dismiss you. (The bell does not dismiss you.)
- **Printing In Class:**
 - (1) Use the 'print' preview feature to check your expected output.
 - (2) Ensure that the proper heading is on all documents before sending them to the printer.

Academic Policies

- **Grading**
 - Students are expected to participate in class activities and complete assignments on-time.
 - Student averages will be calculated using the following categorical weights:
 - *Class Participation / Sustained Silent Reading: 5%*
 - *Shop / Lab Maintenance: 5%*
 - *Lab Assignments / Projects: 50%*
 - *Quizzes: 15%*
 - *Examinations: 25%*
- **Exam / Project Make-Up:**
 - All exams or project presentations missed due to absenteeism shall be completed during tutoring hours: 8:00 - 8:30 AM or 4:00 - 4:30 PM.
- **Absences from Class:**
 - It is the responsibility of the student to determine what assignments or projects he/she missed while absent.
- **Late Work:**
 - No late assignments or project will be accepted during the week of final exams.
- **Alternative Assignments:**
 - If a student exhibits inappropriate classroom behavior, he/she will be assigned an alternate assignment relevant to the content area of study.

I understand that I am solely responsible for my behavior as my decisions affect my actions. I further understand that use of the STEM lab and its equipment to complete hands-on projects is a privilege that may be denied if I exhibit inappropriate behavior. I understand that if my lab privileges are revoked, I must complete an alternate assignment relevant to the content area of study. I also understand that inappropriate behavior on my part may result in removal of all computer privileges and further disciplinary action. I hereby agree to abide by the above mentioned expectations while in the STEM Lab.

Student Signature

Date

Parent Signature

Date

