

Skills Lab Procedures 2021-2022

Procedures are a part of life. The reason that we have procedures in life is so that people can function in society knowing the acceptable and efficient way other people do things.

Grading System

The Skills Lab grade is based on daily points received based on participation in class. Points given each day reflect how well the student participated in class:

- 5 pts – materials are brought to class, student was productive all period
- 4 pts – materials brought to class, student was productive for all but 5-10 minutes of class
- 3 pts – materials brought to class, student was productive for all but 10-15 minutes of class
- 2 pts – materials brought to class, student was productive for all but 15-20 minutes of class
OR student was productive but had to use the hall pass for locker trip or office trip
- 1 pt – materials brought but student wasn't productive – worked less than 10 minutes
- 0 pts – no materials brought to class and student did not work
OR failure to study on mandatory test days
OR use of the F-word
OR student is sent to the office for disciplinary reasons

Students will also lose points because of name calling, saying shut-up, swearing, being rude to teachers or other students, pushing, wrestling, poor attitude. Points are also lost for assignment book grading. Points lost will be up to the teacher's discretion.

Mandatory Study days

- We will have mandatory study days for most of the core classes. (English, math, science, and history) Depending on what period Skills Lab is in relation to the student's regular classes, this study day may be the day before or the day of that particular test. This is a time the student takes part in a study session with the Skills Lab teacher.
- Core classes will take precedence over electives.
- You must come prepared to study with notes and textbooks; this is your responsibility, not Skills Lab's. You will lose 3 points for a locker trip if you are not prepared to study.
- If you decide not to study, you will receive a 0 for that day.

If you fail to inform your Skills Lab teacher that you have a test or if you have no material to study from (your responsibility!) you will lose points.

Assignment Books

- All Skills Lab students will be required to use an assignment book (or acceptable alternative) and bring it to class and have it opened at the beginning of the period.
- Core class assignments (English, math, science, and history) must be written down.
- Assignment books will be checked every day and should be out and open when the bell rings. They will be graded according to each teacher's individual preference. No more than 1 point per day will be subtracted.

Enrichment

- The first 15-20 minutes of the class period will be spent on enrichment.
- Enrichment will consist of learning and improving skills in English, reading, math and study skills.
- All students will take part in enrichment.

Entering the Classroom

- Students will sit at their desks and have their assignment book open so their teacher can check it. Loss of a point will result if the assignment book is not displayed.
- Students are tardy if they are outside their Skills Lab classroom when the bell begins to ring.

Leaving the classroom

- Students may leave to use the bathroom after letting their teacher know
- Students may ask permission to use the hall pass but will lose 3 points except in the following cases:
 - They have been called by the office
 - They are ill and need to call their parents

End of class dismissal

- Students must be in their assigned seats before the bell rings.
- Before being dismissed desk areas must be picked up and items put away. This includes getting out of any computer programs, logging off the computer and putting calculators and books away.

Passes from other teachers

- If work or a make-up tests need to be done in another class, the student must obtain a pink pass from that classroom teacher before Skills Lab begins. Using Skills Lab time to obtain a pass from somewhere else will cost a tardy or 3 points.

Computers

- Inappropriate use of the computers will be dealt with on an individual basis.
- Any student needing to use the Internet must ask permission from their teacher and will be continually monitored. Use of the Internet is for school related projects only. Unauthorized use will result in 0 points for the day and a possible trip to the office.

Checking out books and equipment

- You must check out Skills Lab books, books on tape, and Cliffs Notes by filling your name out on the card and giving it to your teacher. Generally the book must be turned in by the end of the quarter or you will not receive your report card.
- You cannot check out our classroom textbooks or electronic dictionaries to take home.

Free days

- All students are allowed five free days each quarter. On these days students may use the computers following school guidelines or simply take a day off.
- Free days are also meant for visits to the counselor and YBGR or for leaving during class for a non-classwork reason (haircut, errands, doctor appointments, etc.)
- Free days are graded based on the student's behavior.
- Free days are not allowed on mandatory test study days.

Requirement

- Students and parents must read the class procedures and Parent/Student/Teacher Compact and sign and return the yellow acknowledgment sheet to the high school.
- The sign off signature is due before the first day of the new school year or the student will be placed in study hall

Exiting Skills Lab

- If a student fails Skills Lab for a semester, they will not be placed in Skills Lab the next semester.
- It is possible to qualify for re-entrance into Skills Lab after the semester off.
- A student who wants to exit the program should be in Skills Lab for one semester. At that time we will take into consideration things like grades and teacher/parent observations before exiting a student.

**Parent/Student/Teacher Compact
Beaverhead County High School
Skills Lab**

Parent/Guardian Agreement:

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- See that my child is punctual and attends school regularly
- Support the school discipline policy.
- Establish a time for homework and review homework regularly
- Provide a quiet, well lighted place for study
- Encourage my child's efforts and be available for questions
- Stay aware of what my child is learning and maintain open communication lines with teachers
- Encourage use of the student planner

Student Agreement:

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly
- Come to Skills Lab each day with pens, pencils, paper, and other necessary materials for learning
- Complete and return homework assignments
- Observe regular study hours
- Conform to rules of student conduct
- Keep track of my assignments and due dates

Teacher Agreement:

It is important that students achieve. Therefore, skills lab teachers shall strive to do the following:

- Provide necessary assistance to students
- Encourage students and parents by providing information about student progress
- Use special activities in the classroom to make learning enjoyable
- Encourage students to keep track of due dates and assignments to teach organization and goal setting skills

**BCHS SKILLS LAB PROCEDURES AND
PARENT/STUDENT/TEACHER COMPACT ACKNOWLEDGMENT**

Date _____

_____, and _____

(please print student name)

(please print parent/guardian name)

have received and read the BCHS Skills Lab Procedures and Parent/Student/Teacher Compact. We understand and agree to uphold these classroom expectations.

Student signature

Parent/Guardian signature