

2020 – 2021 Madison High School
Online, Room: 1801, Lab Room: 1813

Introduction to Welding

Instructor: Jason Greaves

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COURSE SYLLABUS



Meet the Teacher: Jason Greaves

I have been the welding Instructor at James Madison Highschool for over 9 years. I am married with three children and treat every child like I would want someone to treat mine. I believe that every child can achieve great success no matter what the obstacle. I believe that experiential, inquiry-based education is the key to success for high school students. I hope to motivate students in ascertaining their inner strengths and abilities and discovering what truly inspires them. Whether welding related or not. I aim to provide a stimulating learning environment that encourages students to trust their own opinions, while fostering confidence for students to realize their full potential.

Welcome!

Welcome all to Introduction to Welding. Please review this course syllabus very carefully. It contains important information regarding the course grades and behavior expectations. and After review, please sign and return the signature page (last page) no later than **Friday, October 02, 2020**, and thank you in advance.

Course Catalog Description

Introduction to Welding will introduce welding technology with an emphasis on basic welding laboratory principles and operating procedures. Students will be introduced to the three basic welding processes. Topics included: industrial safety and health practices, hand tool and power machine use, measurement, laboratory operating procedures, welding power sources, welding career potentials, and introduction to welding codes and standards. Introduction to Welding will provide students with the knowledge, skills, and technologies required for employment in welding industries. Students will develop knowledge and skills related to welding and apply them to personal career development. This course supports integration of academic and technical knowledge and skills. Students will reinforce, apply, and transfer knowledge and skills to a variety of settings and problems. Knowledge about career opportunities, requirements, and expectations and the development of workplace skills will prepare students for future success.

Course Overview

Career and Technical Education (CTE) instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions.

Course Prerequisites/Credits

General requirements. This course is recommended for students in Grades 9-12. Recommended prerequisite or corequisite: Algebra I. Students shall be awarded one credit for successful completion of this course.

Required Texts/Materials

Madison H.S. is a "Power Up Campus" which means that the district supplied laptop is **mandatory for all courses**. You can use any type of writing utensil except red when required, you should have a composition book, journal, table/notebook and or loose-leaf paper with binder for this class. You will be notified in advance if any other materials are needed or will be supplied by the instructor when available. When on campus, students should arrive on time and attend class daily wearing their school uniform or welding attire along with all the necessary supplies mentioned (above) including their laptop.

Grading Policy

Teachers are required to assign at least 2 grades per week for each student in PowerSchool that reflects a student's relative mastery of an assignment. Cycle grades will be reported on a scale from 0-100. Grades are not to be arbitrary and must be consistent with the districts and campus grading policy. Teachers are not required to assign a minimum grade for an assignment. (Refer to the grading policy in the secondary guidelines).

Grading Procedures

The total weight of all assignments will add up to 100%. Grades should be assigned to each category each 6 weeks, with a minimum of two grades updated. The breakdown of the assignment categories and their weights is as follows:

WARM-UPS & EXIT TICKETS	5%
CLASS WORK	25%
HOMEWORK/PROJECTS	5%
QUIZZES	20%
TESTS/EXAMS/FINALS	25%
Labs & performance assessments	20%
Extra Credit (Teacher Discretion)	10% - 20%

Grading Scale

The following grading scale is used in HISD and at Madison.

90 - 100	A
80 - 89	B
75 - 79	C
70 - 74	D
Below 70	F

IMPORTANT: *There are occasions when a teacher must change a grade after the grade has been recorded on the student's record. The only reasons for changing a student's grade are:*

1. If there was an error in the computation of the student's grade.
2. If an error was made in inputting the grade.

Such changes must be submitted to the principal using the Grade Change Request Form. Include the reason for the grade change on the form. You will receive a copy of the form stating if the changed was approved. All changes must be made before the end of the next grading period.

Conduct Averaging

E- Conduct is **E** unless two marks lower than **E** are recorded.

S- Not more than one **P**, and the remaining marks are **E's** and **S's**.

P- Two or more **P's**.

U- Two or more **U's**.

- The marks which result in lowering the student's conduct average must be given by *two different teachers*, in two different classes.
- (No **P** should be given without parent contact)
- Any teacher who plans to issue a "**U**" in conduct must refer the student in writing to the assigned assistant principal for administrative review. For each student referred, a detailed discipline report should be prepared by the teacher stating specific incidents, interventions and dates. This report will be reviewed and signed by the assistant principal. If a conduct cut is given by the assistant principal for disciplinary reasons, it shall become the six weeks' average, regardless of what conduct marks may have been assigned by individual classroom teachers.
- A conduct mark, once given, cannot be changed on the permanent record unless a mistake was made in the original mark.

Grade Dissemination

Grades can be accessed via PowerSchool over a six-week cycle may range from **0** to **100** based on the actual score earned by the student.

Re-teaching

Teachers are required to re-teach when their students fail to show mastery of an assignment. **The minimum standard for mastery at Madison High School is 70%**. Students failing to meet mastery must receive additional instruction to assist them. The teacher must reassess and make a grade, divide by 2 to set the new grade.

Re-Do Policy

The actual grade assigned by the teacher will appear on the report card. Students must be given documented failing opportunities to make up or redo a class assignment for examination for which the student received a failing grade.

Once a student has been informed of a failing grade on an assignment, he or she will have one (1) week, 5 business days, to re-do the assignment. All teachers must return graded assignments to students within two class periods from the date of the assignment. All work that has been assigned a grade and put into PowerSchool must be kept for review.

Assessment Policy

Students are expected to meet the minimum mastery of 70 percent on each assessment. Students failing to meet minimum standards, as stated above, must additional instruction until minimum mastery has been met. Re-teaching will occur in individual or small groups during class time, or during tutorial sessions before or after school.

Grade Averaging

Report Cards will be issued to students the 1st, 2nd, 3rd, 4th and 5th cycles. All 6th Cycle report cards will be mailed home.

PROGRESS REPORTS FOR UNSATISFACTORY GRADES

In accordance with HISD policy, parents or legal guardian must be notified at the 4th week, during the grading period of unsatisfactory grades. This notice must provide for the signature of the parent or legal guardian and must be returned to the school. If the notice is not returned to the school, the school must mail the notice to the parent or legal guardian. In HISD reports to parents and legal guardians concerning unsatisfactory grades must be distributed during the third week of each six-week grading period.

1. Current grades contained in the notice should be based on the student's academic achievement on the first three weeks of the six-week period.
2. For each subject that a student is failing, the notice must state the need for a conference between the appropriate teacher and the parent/guardian and must quote or summarize the requirements of Section 21.721 of House Bill 72.

When slips are distributed, students are to sign a teacher's record sheet showing the date of issuance and acknowledgement of receipt of the **UNSATISFACTORY REPORT SLIP**. **There is no excuse for failure to notify parents.**

Teachers will file an Unsatisfactory Report Slip *any time* a student's grades indicate that the student might possibly fail.

ELECTRONIC GRADE BOOKS

Grades are to be maintained on PowerSchool. Each student is to have a minimum of two grades per week in each course.

Student Expectations

Attendance Policy: Students are expected to attend all classes daily. For full explanation of the district's attendance policy, please refer to the Student Code of Conduct

Online/Classroom/Lab Etiquettes

All cell phones, iPads and Smart watches etc....or non HISD issued, must be on "**silenced**" upon entrance to the classroom/lab. When in the lab, leave all personal belongs and electronic devices in your backpack locked in the classroom due to possible damage.

****NOTE: If items are brought to the lab, Madison H.S./staff will "NOT" be liable for any damage/lost items. ****

- Arrive on time prepared to work daily
- If tardy, please get a tardy pass. Online, join the meeting and make sure you're muted but camera is on
- Raise your hand to be recognized in person and online
- Online-submit questions/comments in the chat section
- Wait for teacher to pause or break before asking questions

- Respect is a “**MUST!**”
- Wear proper welding clothing, eye wear, footwear and Personal Protection Equipment (PPE)
- **NO HORSE PLAYING ON ONLINE/IN CLASSROOM OR LAB AT ANY TIME!**
- NO cell phone usage without the instructor’s permission per Madison HS
- NO electronic/ear buds/headphones
- NO profanity at any time!
- When in the lab, all students must wear welding ear plugs/earmuffs
- NO food or drinks are allowed in the classroom/welding lab (only bottled water is permitted)
- Online students must be muted at all times unless called upon or group discussion
- Student must be on and properly dress/appropriate attire at all times
- Students must be actively engaged during class in order to receive a participation grade

Consequences for violations:

First offense – Verbal Warning

Second offense – Contact parents/guardians via phone or through GradeSpeed

Third offense – Discipline Referral to Grade Level Counselor/Assistant Principal (AP)

Academic Conduct

Academic dishonesty of any form will not be tolerated. Please refer to the Student Code of Conduct for the district’s policy.

Grading Averaging

Report Cards – Will be issued to students the 1st, 2nd, 3rd, 4th and 5th cycles. All six weeks report cards will be mailed home.

Extra Credit

Possible, extra credit opportunities will be offered, at the teacher’s discretion, ranging from **10% - 20%**. All extra credit assignments have a **firm** expiration date that will be notified in advance. Extra credit assignments must be completed outside of school/class hours.

SECTION V

MONITORING STUDENT ATTENDANCE

SECOND INSTRUCTIONAL HOUR ATTENDANCE PROCEDURE OFFICIAL DAILY ABSENTEE REPORT

A student must be in attendance at least **70**-minutes in a **90**-minute class period in order to be counted present. A student who arrives in class after the tardy bell, but before official attendance is taken, is to be counted “Tardy”. A student not present at the time ADA attendance is taken is to be counted “Absent”. Each second instructional hour teacher must complete the official daily absentee report by entering student attendance in PowerSchool.

SECOND INSTRUCTIONAL HOUR TEACHER

If a student is absent three (3) times in class, an attendance referral will be submitted to the attendance office, and parents/guardian(s) will be notified.

ATTENDANCE

- **ADA will be taken at 11:00 am daily.**
- **Attendance will be taken daily in each class period 30 minutes into instruction before the teacher transitions to asynchronous instruction.**
- **Students who have not logged in by 3:30 pm will be marked absent per the HISD Continuity Plan Attendance Policy.**
- **Students who engage in learning activities via the HUB or Microsoft Teams, and submit required assignments, are considered “present” and will not be marked “absent”.**
- **Students who were not present during the class period according to the HISD Continuity Plan Attendance Policy can be resolved as follows:**
 - *This absence can be resolved if the student engages in daily learning assigned by their teachers via the **HUB by 11:59 pm that same day**. Parents and students will receive absence notifications via School Messenger after 6:00 pm each day and will be reminded of the opportunity to resolve that day’s absence if the student engages in learning **before 11:59 pm of the same day via the HUB**. Any absences recorded but resolved by the student before 11:59 pm on the same day, will be reconciled based on login records of the HUB.
 - *If a student is engaged in remote learning and completed the entire weeks’ worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked “present” on Monday only and counted “absent” for Tuesday-Friday.
 - ***As specified in the HISD Continuity plan.**
- **“Students who engage in learning activities via the HUB or Microsoft Teams, and submit required assignments, are considered “present” and will not be marked “absent”.**

Marking Attendance Online and Campus

- 1. Attendance will be taken 30-minutes into each class period. ATTENDANCE FOR ADA WILL BE ENTERED AND SUBMITTED AT 11:00 a.m. EVERYDAY.**
- 2. If a student does not report to the second class of the day, the student is to be marked absent in PowerSchool. DO NOT MARK TARDIES FOR ADA ATTENDANCE!**
3. The attendance office will contact the parents of any student who is absent. Teachers will contact parents/guardian(s) when the student has two absences.
4. When on campus, if a student arrives to school after the second class attendance is taken, he/she is to report to the attendance office.
5. The day following a student’s absence the student should report to the attendance office before school. He/she should present the attendance clerk with a valid note (signed by a parent/guardian, doctor’s excuse, etc.) stating the reason for the absence. The note will be verified by the clerk. The attendance office will note whether the absence is excused in PowerSchool.
6. If a student indicates that he plans to withdraw from school, have the student notify his/her counselor and the attendance office at least two days prior to the date of withdrawal.

Student Tardies

Students arriving to school after **8:30 a.m.** are considered “Tardy”. At **8:40 a.m.** all students will be sent to retrieve a tardy permit. Students are not allowed in your class after 8:40 am unless they have a tardy

permit. They must get a tardy pass from a Tardy Station or the main office. If a student arrives after **9:00 a.m.**, he/she must go to their assigned Assistant Principal because they have been marked absent in their 1st/5th period.

- Students are tardy to class or Advocacy unless they are in the room when the tardy bell sounds. Any student who is more than five minutes late will need a tardy pass to enter the room.
- Unexcused tardies, absences, or a combination of these, will constitute grounds for disciplinary action. Tardy students should present a permit from the nearest assistant principal's office or tardy station during hall sweeps.

In order to cut down on **UNEXCUSED** tardies, after **8:40 a.m.**, and five minutes after the tardy bell rings each period, the student is to report to the nearest Tardy Station. The teacher documents each tardy in PowerSchool **except for ADA**. Late students **may** not enter your classroom without a tardy pass.

FIELD TRIP

All field trips must be approved by the principal. All student's report cards must be checked prior to the departure date to determine eligibility. Any students with a failing grade or an incomplete are not eligible to participate for the grading period. A signed parental permission slip is required for all field trips.

CARING FOR BUILDING PROPERTY

STUDENTS MUST EAT FOOD IN THE CAFETERIA OR DESIGNATED AREAS DURING THEIR ASSIGNED LUNCH TIMES ONLY.

Student Classification and Grading

Students shall be classified based on the following requirements:

<i>FRESHMEN CLASSIFICATION:</i>	<i>0 – 5 ½ CREDITS</i>
<i>SOPHOMORE CLASSIFICATION:</i>	<i>6 – 11 ½ CREDITS</i>
<i>JUNIOR CLASSIFICATION:</i>	<i>12 – 17 ½ CREDITS</i>
<i>SENIOR CLASSIFICATION:</i>	<i>18 OR MORE CREDIT</i>

SMOKING POLICY

In accordance with HISD policy, smoking is NOT PERMITTED in any area on an HISD campus.

MISSING PROPERTY

When you discover that school property is missing, please make a complete written statement/police report with Mr. Navarro or Mr. Holt.

Schedule

All classes will be in Online, 1801, labs in 1813, Simulators in 1801 unless otherwise noted. Schedule is subject to revision when students are on campus.

Class Schedule	Class Schedule
Period 1 – Conference	Period 5 – Welding 1 (DCH-Double Block)
Period 2 - Intro to Welding	Period 6 – Welding 1 (DCH-Double Block)
Period 3 – Welding I (Double Block)	Period 7 – Conference
Period 4 – Welding I (Double Block)	Period 8 – Intro to Welding

**Note: This Schedule is subject to revision without notice.

COMPLETE, SIGN & RETURN TO TEACHER, R. LEWIS BY FRIDAY, 10/02/20

Students/parents/guardians, please complete contact information and sign and return this page on or by Friday, October 02, 2020.

Parent/Guardian and Student Contact

Please read the course syllabus carefully, and if you have any questions or concerns, please contact me at the school's number (713) 433-9801 Ext# 010251 or via email: jgreaves@houstonisd.org or Microsoft TEAMS.

I have read and understood the above course syllabus.

STUDENT Signature and date

PARENT/GUARDIAN Signature and date

PLEASE FILL IN FOLLOWING CONTACT INFORMATION.

NAME	PHONE NUMBER(S)	EMAIL ADDRESS	RELATIONSHIP
	<i>Home:</i> <i>Work:</i> <i>Cell#:</i>		

Please indicate the preferred method of contact: _____ Phone (please circle type) Home Work Cell#
_____ Text _____ Email _____ Microsoft Teams
_____ Language Preference

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