**Cabinet Making and Millwork 2**

**(CMM 2)**

**SYLLABUS**

**Instructor – Francis Garner**

**Course Description**

 This course is designed to provide students with cabinet making and millwork applications. This course is a prerequisite course for Cabinet Making and Millwork 3, the senior level class. Topics covered in this class are wood identification, cabinet construction, and other advanced machining techniques. I expect all students to complete all safety course work with a minimum of 100% accuracy to be allowed to work in the shop. If students do not pass safety tests and quizzes the first time they will be allowed to review the safety material and retake the tests and quizzes.

For a complete list of units, classwork, projects, due dates, and other course related materials please visit the website at <http://francisgarner.wixsite.com/bfhs> .

**Attendance, Make-Up Work, and Late work:**

 I expect students to follow the Bonners Ferry High School attendance policy that is laid out in the student handbook. If a student misses classes they have the same number to days plus 2 the make up the assigned work. If they miss shop time they can schedule to make up that time with me before school, at lunch, or after school. I will be opening the shop up for lunch make ups on Tuesdays and Thursdays. Any missing classwork can be found on the website.

**I will NOT be accepting late homework or classwork after the due date.**

 I will accept late projects up to 8 days after it is due. For every 4 days late I will dock 10 points off of the projects final grade.

* 4 days late = 10 pt deduction
* 8 days late = 20 pt deduction

**I will NOT be accepting projects that are handed in after the 8 day late mark**.

**Tardy Policy:**

 A student is considered tardy if they are not present by the time the tardy bell rings. A student who enters class after the first 10 minutes of the period, without a legitimate excuse will be marked absent. That student must get a blue admit slip from the office. Each tardy will result in 1 point being taken away from the student’s progress grade.

**Hall and Bathroom Passes:**

Use the bathroom before school and between classes. Hall and bathroom passes are a privilege. If this privilege is abused in any way, it will be taken away. Students get three passes a quarter. Come to class prepared, use facilities beforehand and you will not need to use a pass. Student must take a pass with them each time they exit the classroom. No passes will be granted in the first and last 20 minutes of class. Extra credit will be given to students who have ALL three passes at the end of each quarter.

**Grading:**

 I will be grading students on a points system. Participation is highly important in this class and students will be expected to participate daily. Student’s final grades will be based on the following criteria:

1. **Progress Grade – 5 points per day x Number of days in each quarter = 10% of your grade**
	* Following class and shop safety rules
	* Clean up completed (Nobody’s done until we are all done)
	* Having a good attitude and avoiding foul language
	* Staying on task and not being a learning distraction
	* Participating in Group Activities and Discussions
2. **Assignments and Daily work (including homework) – 10% of your grade**
3. **Journal Entries – 10% of your grade**
	* To be done at the end of every week, describing what you have completed for that week.
	* Warm ups will also be included here.
4. **Projects – 35% of your grade**
	* Students will be required to complete both group and individual projects.
5. **Texts and Quizzes – 35% of your grade**
	* Quizzes and tests will be based off of the daily material.

**Materials and Fees:**

 Students will not have to pay a course fee in order to earn an “A” in this class. *However*, *if they choose to do additional project outside of the required projects they will be charged for* *the materials that they use*. I require all students to have the following materials for every class:

* College ruled loose leaf paper
* A pencil
* An eraser
* A red pen

I also recommend that students bring their own tape measure as it will be helpful to them in the completion of their projects this semester, but they are not required to have one.

**Hats, Cell Phones, and Other Devises:**

 Students are not permitted to wear hats in my classroom or shop. I will give the students 1 warning, after that I will confiscate their hats and students will have to serve a detention to get it back.

Students are not permitted to use their electronic devises in my shop or classroom unless instructed otherwise. I will give each student a warning, then after that I will confiscate their devise, and they will have to serve a detention after school to get it back.

**Class Discipline:**

 I will have a three strike policy in regard to discipline in this class. To receive a strike students will:

* Have been previously warned to abide by classroom and shop rules.
* Knowingly break a safety rule.
* Purposely distract other students while they are on machinery.
* Purposely cause a class disruption.
* Purposely damage other individuals work.
* Any act of horseplay.

Disciplinary actions after warnings include:

1. For the first offense 1 week out of the shop doing safety revision and book work, plus a referral, and parent contact.
2. For the second offence 2 weeks out of the shop doing safety revision and book work, plus a second referral, a phone call and possible conference with parents, and 3 hours (before school, at lunch, and after school) detention with the instructor.
3. For the third offence 3 weeks out of the shop doing safety revision and book work, a referral, a parent teacher conference with administrator to determine consequence.

Further offences would be referred to the principle. If a student is determined unsafe at the end of the course, they will NOT be permitted to take further courses.