



Reynolds High School



Exploring Woods--Course Syllabus

Building Relationships for Academic Success

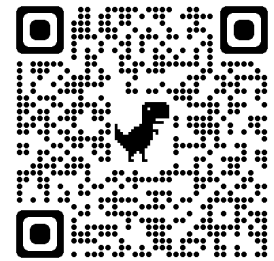
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Course Materials @: reynolds.schoology.com	Course Information @: sites.google.com/view/RHSWoodshop

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Course Synopsis:

In short, we will use tools to make stuff. Here's how:

- Measure
- Use tools safely.
- Make stuff (safely, of course).
 - *Hand Tool Project*
 - *Push Stick*
 - *Cutting Board*
 - *Personal Project*



The BIG Rules:

- **BE SAFE**
- **BE KIND**

- *I expect you to understand what these mean. If you need a detailed set of rules, I will provide one for you upon request.*

**“RULES ARE FOR
THE OBEDIENCE
OF FOOLS AND
THE GUIDANCE
OF WISE MEN.”**

- Douglas Bader

Course Description:

In Exploring Woods, you will be introduced to a variety of skills, tools, and materials used in both the woods manufacturing and construction trade fields. Learning will be through a combination of live instruction, video instruction, and hands-on demonstrations. This class is worth 0.5 credit in CTE (Career and Technical Education). After this course, you can continue with courses in Woods Manufacturing or Construction Trades. This class stresses safety! **A score of 100% on each safety test will be required to use any machine.** At the completion of this course, you will have at least two take-home projects that demonstrate the skills that you have learned.

You don't have to be a perfect wood worker to do well in this class. Show up on time every day and do your best. Go ahead and make mistakes (safely, of course). You can re-do any assignment for a better score.

What you'll learn:

- **Measurement**
 - Read a standard ruler to 1/16".
 - Use a protractor to measure and draw angles.
 - Read and follow a shop plan.
- **Safe tool use**
 - Parent permission is required to use power tools.
 - You must score 100% on safety checks to use each tool!
 - You must get permission each time you use a tool.
- **How to make stuff**
 - Hand Tool Project
 - Push Stick
 - Cutting Board
 - Personal Project

Woods Manufacturing Standards:

- Understand manufacturing processes related to secondary wood products.
- Understand characteristics and properties of materials used in manufacturing secondary wood products.
- Use appropriate techniques in manufacturing of secondary wood products.

Required Materials:

Bring these materials with you every day.

- **Pencils:** Bring at least two. Things break and it's always good to have a backup plan. Do not use pens or markers on your projects!
- **Notebook paper:** Find the kind with lines and holes. Bring a lot! Writing assignments must be turned in on lined paper with the holes intact. Torn, wrinkled or damaged papers will not be accepted.
- **Binder:** You are expected to keep your notes and assignments until the conclusion of the course. Keep these in an organized section for wood shop. Keep graded assignments as evidence of your work in the event of a grade dispute. *Do not throw away graded assignments!*

Provided for you:

- **Safety Glasses:** A pair of Z87-rated safety glasses will be provided for class use. You will not be allowed to use tools without safety glasses.

Lab Fees:

There are no fees for Exploring Woods. Each student is granted \$20 in materials for the semester. This will cover all required projects. If materials are misused or a student wishes to make a larger project, additional money will need to be put in their account. Additional shop fees are paid at the main office before or after school.

Course Schedule / Outline of Units & Assignments:

Unit	Assignment (Turn this in!)	Resources (Look here for help.)	Grading Category	Assigned	Due	✓
Tool Card						
0.1	Time Card	Time Card Instructions	Participation			
0.2	Tool Certification Record	Tool Certification Record Instructions	Skills			
Unit 1: Course Overview						
1	Unit 1 Cover Page		Skills			
1.1	Course Pre-Test	Course Pre-Test Instructions	Skills			
1.2	Syllabus Acknowledgement	Course Syllabus (You're already here!) Syllabus Presentation	Skills			
1.3	Shop Scavenger Hunt	Shop Scavenger Hunt Instructions	Skills			
Unit 2: Woodshop Basics						
2	Unit 2 Cover Page		Skills			
2.1	Procedures Notes	Procedures Presentation	Skills			
2.2	Rules Notes	Rules Presentation	Skills			
2.3	General Safety Notes	General Safety Presentation	Skills			
2.4	Student-Parent Contract	Student-Parent Contract Instructions	Skills			
Unit 3: Measurement 1 (Linear Measurement)						
3	Unit 3 Cover Page		Skills			
3.1	Measurement Pre-Test	Measurement Pre-Test Instructions	Skills			
3.2	Big Inch (You need a blank piece of paper for this!)	Big Inch Instructions	Skills			
3.3	Big Inch Activity	Big Inch Activity Instructions	Skills			
3.4	Scale Ladder	Scale Ladder Presentation	Skills			
3.5	Measurement Flash Cards	Flash Cards Instructions	Skills			
3.6	Measurement Mastery Test	www.rulergame.net	Skills			
<i>Class proceeds when everybody passes Measurement Mastery Test.</i>						
3.7	Measuring Lines	Measuring Lines Assignment Notes Measuring Inches on a Ruler Nearest Measurement Measurement Problems	Skills			
3.8	Drawing Lines	Drawing Lines Notes	Skills			
3.9	Measuring Objects	Measuring Objects Notes	Skills			
3.10	Laying Out Lines	Laying Out Lines Notes Video instruction (old but effective)	Skills			

3.11	Linear Measurement Post-Test	www.rulergame.net	Skills			
Unit 4: Hand Tool Project						
4	Hand Tool Project Punch List	Hand Tool Project Directions Hand Tool Object (Sketchup) * Hand Tool Playlist (YouTube)	Projects			
4.0	Unit 4 Cover Page		Skills			
4.1	Hand Tool Pre-Test		Skills			
4.2	Hand Tool Notes	Hand Tools	Skills			
4.3	Hand Tool Project Review	Hand Tool Project	Skills			
4.4	Hand Tool Project Final Test		Skills			
Unit 5: Measurement 2 (Angular Measurement)						
5	Unit 5 Cover Page		Skills			
5.1	Angular Measurement Pre-Test		Skills			
5.2	Measuring Angles	Measuring Angles Notes	Skills			
5.3	Drawing Angles	Drawing Angles Notes	Skills			
5.4	Project Layout	Project Layout Notes Video instruction	Skills			
5.5	Angular Measurement Post-Test		Skills			
Unit 6: Push Stick Project						
6	Push Stick Punch List	Push Stick Directions Push Stick Object (Sketchup) Push Stick Playlist (YouTube)	Projects			
6.0	Unit 6 Cover Page		Skills			
6.1	Push Stick Layout	Push Stick Layout (YouTube)	Skills			
6.2	Power Tools Pre-Test 1		Skills			
6.3	Bandsaw Notes	Bandsaw Reference	Skills			
6.4	Drill Press Notes	Drill Press Reference	Skills			
6.5	Combination Sander Notes	Combination Sander Reference	Skills			
6.6	Horizontal Sander Notes	Horizontal Sander Reference	Skills			
6.7	Spindle Sander Notes	Spindle Sander Reference	Skills			
6.8	Push Stick Test		Skills			
Unit 7: Personal Project Overview						
	Personal Project Punch List	Personal Project Directions				
7.0	Personal Project	Ideas for Innovation Slide Show	Projects			
7.1	Pretest		Skills			
7.2	Personal Project Proposal Practice		Skills			
	Personal Project Review					
7.3	Lathe Notes		Skills			

7.4	Scroll Saw Notes		Skills			
7.5	3D Printing Notes		Skills			
7.6	Sketchup Notes		Skills			
7.7	CNC Notes		Skills			
7.8	Construction Trade Activity Notes		Skills			
Unit 8: Cutting Board						
8	Cutting Board Punch List	Cutting Board Project Instructions Cutting Board Playlist (YouTube) Categories of Woods Cutting Board Steps	Projects			
8.0	Unit 8 Cover Page		Skills			
8.1	Cutting Board Pre-Test		Skills			
8.2	Cutting Board Basics Notes	Cutting Board Basics Presentation	Skills			
8.3	Cutting Board Project Review	Cutting Board Project	Skills			
8.4	Cutting Board Process Notes	Cutting Board Process	Skills			
8.5	Cutting Board Drawing	<i>(See above)</i>	Skills			
8.6	Board Foot Practice	Calculating Board Feet	Skills			
8.7	Materials Pricing Practice	Materials Pricing Notes	Skills			
8.8	Miter Saw Notes	Miter Saw Reference	Skills			
8.9	Jointer Notes	Jointer Reference	Skills			
8.10	Table Saw Notes	Table Saw Reference	Skills			
8.11	Planer Notes	Planer Reference	Skills			
8.12	Dual Drum Sander Notes	Dual Drum Sander Reference	Skills			
8.13	Cutting Board Test		Skills			

Using this syllabus

Course Requirements and Grading Categories:

<p>34%</p>	<p>Participation</p>	<p>Weekly time card completion (100 points each) <i>Time cards are completed each day and are due on the first school day of each new week.</i> Missed days can be made up by coming in before or after school.</p>
<p>33%</p>	<p>Skills</p>	<p>Tool Safety Card (100 points) <i>This score is a percentage of how many tests you compete. There are 3 shop safety tests and 10 tool tests. Each tool test has two components, a written test and a hands-on test. All safety tests are completed on Schoology using a computer. They may be completed anywhere internet is available. Tests may be retaken as many times as needed to pass. A score of 100%, <u>and</u> a hands-on test is required to use any power tool. The tool safety card is due at the end of the semester.</i></p> <p>Skill Units (100 points each) <i>Written assignments must be turned in by the assigned due date for full credit.</i></p> <p>Quizzes (10 points each) <i>You must be present to receive credit for quizzes. If an absence is excused, the quiz may be made up.</i></p> <p>Final Exam (100 points)</p>
<p>33%</p>	<p>Projects</p>	<p><u>Required Projects:</u> <i>The top four project scores are recorded in the gradebook.</i></p> <p>Hand tool project (100 points) Table saw push stick (100 points) Cutting board (100 points) Personal Project (student choice) (100 points)</p> <ul style="list-style-type: none"> ● Wood Turning ● Scroll Saw Project ● Carving ● 3D Printing ● CAD Drawing ● CNC Project ● Box ● Table ● Construction Trades Activity ● Teacher-Approved Project <p><i>All projects are due at the end of the semester.</i></p>

Grades will be posted on the Synergy gradebook system and updated no less than every two weeks.

Students are expected to check their own grades on a regular basis. If there are errors in the gradebook, the student should bring that to the teacher’s attention. A written note or e-mail is best, as that gives the teacher something tangible to follow up on.

Letter Grade Description & Percentage Breakdown

A letter grade represents your level of participation and preparation in this subject. Each project has a scoring guide that you can use to plan the score that you want to work towards. To get an A, plan on doing some hard work and conquering some challenges. To pass, you'll need to do more than show up once in awhile.

Percentage	Letter	Description
90-100%	A	Professional: Projects at this level are complete, functional, and demonstrate mastery of the steps involved.
80-90%	B	Complete: Projects at this level are complete and functional and demonstrate an understanding of the steps involved. Mistakes are allowed, but should be addressed in a description where you explain what happened and why.
70-80%	C	Functional: Projects at this level are complete and functional, but may be missing steps or components. Mistakes are common, but the project is otherwise usable.
60-70%	D	Learning: Projects at this level show some understanding of basic steps. Some of the instructions were followed but not completed. The project is generally unusable.
0-60%	F	Basic: Projects at this level are incomplete or show little to no effort.

Late Work Policy:

Work may be made up for any assignment missed due to an excused absence. An extension for the number of excused missed days will be granted. An *Assignment Recovery* request may be completed, with a parent signature, for any other missed work for partial credit.

<u>Assignment Type</u>	<u>Late Policy</u>
Permission Forms	Due before tool use is allowed.
Time Cards	Due at the beginning of each new week for full credit. <u>Late time cards will only be accepted for one full week after the due date.</u> Exceptions to this may be negotiated for family trips, Outdoor School, field trips and similar events.
Tool Safety Card	Due at end of semester for final score. (These will be collected regularly to update your score.)
Written Assignments	Due on assigned date for full credit.
Quizzes	Due on the date assigned. You must be present for full credit. If an absence is excused, the quiz may be made up.
Projects	A grade will be entered on the assigned due date, but projects will be accepted until the end of the semester for full credit.

Class Expectations:

1. Safety

- The woodshop and job sites have many safety hazards which are not present in most other classrooms. Because of this, proper behavior is extremely important. Any student who is unable to follow proper safety rules will lose shop privileges and/or be removed from the shop. The first part of the semester will be spent on safety procedures.
- The shop is divided into a study space and a work zone. Rules for the work zone are much more strictly enforced.
- A Woodshop Parent Permission contract must be signed to use any power tools, in addition to passing the three Woodshop Safety tests with a score of 90% or better.
- Safety Tests
 - i. Shop safety - must be passed with a score of 90%.
 - ii. Tool Knowledge - must be passed with a score of 100%.
 - iii. Hands on Certification - must be completed and signed.
- A work plan must be written and signed each day before working in the shop space.

2. Integrity

- Your work is your work. Your materials are your materials. Claiming somebody else's work as your own is an insult to your own intelligence and ability. *Credit will not be given for some else's work claimed as your own.* If there is any question about this, you will be asked to start from scratch.
- Plagiarism
 - i. Taking or using a picture of someone else's work is plagiarism. If you do this both your score and the original person's score will be a zero.

3. Respect

- Treat each other, yourself, your teachers, and your space in a positive, healthy manner. This includes the tools and machines. One of the biggest frustrations in this class is not having tools or machines available because they are broken from improper use. If you get it out, put it away. Use only what is yours.
- Do not vandalize the shop. This includes drawing on workbenches, projects or materials.
- **Disrespect of people in any way will not be tolerated and you will be removed from the shop.**

4. Attire

- Safety glasses are required to be worn in the shop and whenever near any hand or power tools. Safety glasses must carry an ANSI Z87 rating.
- Closed-toed shoes must be worn.
- Long hair must be tied back above the shoulder.
- Loose clothing may not be worn in the shop. This includes baggy coats and sweatshirts.
- Earphones, buds or other **wired or wireless** listening devices are not allowed. Cords may not be visible, as they are a snag risk.
- Hoods and headwear must not obstruct your vision. You must maintain a 180 degree field of view.

5. Personal Belongings

- Your belongings and project materials must be stored away from the work areas. Backpacks may be stored in your hall locker or placed along the wall or under a workbench. Personal items that must be put away include:

- i. **Coats, backpacks & baggy clothes:** Backpacks may not be worn in the shop. Backpacks must be kept in a locker, or on the ground out of the work space. Backpacks may not be left on the workbenches.
- ii. **Cell phones & other devices:** This has become such a problem that it gets its own section. In short, *Personal Electronic Devices are not allowed in the wood shop!*
- iii. **Food:** Please do **not** bring food into the shop. If you are truly hungry, ask first and eat in a designated place and clean up your scraps. I will generally say yes to a healthy snack, but not to sweets, chips, sodas, and caffeinated beverages. Food scraps attract mice. Do you really want mouse poop on your lovingly made cutting board?

6. Cell Phone Policy

- **Personal Electronic Devices are not allowed in the wood shop.** *(Keep reading for details.)*
 - i. We understand the utility of personal electronic devices in a modern learning environment, but we have become addicted to them to the point that they are seriously disrupting our learning, our relationships, and our ability to be productive. Therefore, they will be strictly regulated in this class.
- **Definition of a Personal Electronic Device:**
 - i. Any device that can send or receive digital signals, including cell phones, smart watches, computers, Chromebooks, wireless earphones, bluetooth speakers, and any similar device not specifically included here.
- **Off means off.**
 - i. If I see it, hear it, feel it or am otherwise alerted to the presence of a Personal Electronic Device, it will be considered a violation.
 - ii. Charging may be done with written permission only. (You may charge your device from a portable battery as long as both are silent and away.)
- **Medical Exceptions.**
 - i. If you have a medically necessary device such as a heart monitor or glucose monitor, it will be allowed. A written plan will be developed with your parent.
- **Academic Exceptions.**
 - i. If you have an IEP that allows for specific use of a Personal Electronic Device, a written plan will be developed with your parent and case manager. *This does not give you carte blanche use of your device!* You must follow the written plan that is developed.
- **Class work**
 - i. You may use your device for class work only with a signed work plan. This includes research, taking photos of your work, and using class resources to complete class projects. If you are working with your device on a signed work plan and you stray from the plan, it will be considered a violation. If you're looking up wood working projects and start doomscrolling TikTok, it will be considered a violation. Class work means class work.
- **Violations**
 - i. ***There will be no warnings. This is your warning.***
 - ii. **First Offense:** Lunch detention (without your phone). You will not be allowed into the work area until this is completed.



- iii. **Second Offense:** One-hour after school detention (without your phone). You will not be allowed into the work area until this is completed.
- iv. **Third Offense:** Conference with the teacher, yourself, and a responsible adult. The responsible adult can be a parent, a teacher, a social worker, or other adult that will hold you accountable. You will not be allowed into the work area until this is completed.
- v. **Fourth Offense:** You will need to schedule a meeting with a parent, an administrator and the teacher. At this point, other learning plans may be put into place for you that limit the amount of choices you have been accustomed to. You will not be allowed into the work area until this is completed.
- vi. **Additional Offenses** will be referred to an administrator.

7. Tardies

- Be on time.
- On time means you are completely inside the classroom when the bell rings. If the bell rings and then you enter, you are late. If you enter and then leave and the bell rings, you are late.
- Violations:
 - i. **First Tardy:** Warning
 - ii. **Second Tardy:** Complete a Tardy Entry Slip
 - iii. **Third Tardy:** Complete a Tardy Entry Slip, no power tools for the day
 - iv. **Ten or More Tardies:** No tool use for the semester. You can still earn credit for the class, but it will be through alternate assignments. You may appeal this by scheduling a meeting with yourself, the teacher, and a counselor or administrator.
- Exceptions
 - i. **Bus was late:** Bring a dated excused pass.
 - ii. **Completing work in another class.** Come with a signed pass from that teacher with no more than five minutes passing time.
 - iii. **“Talking to SMT”:** Nope. I will accept this as a valid excuse only with an administrator’s note.

8. Absences

- Be here.
- I understand that we all need to miss class from time to time. If you must miss class, be sure that it is excused through the attendance office.
- Unexcused Absences:
 - i. **First:** Warning
 - ii. **Second:** Complete an Absence Entry Slip
 - iii. **Third:** Complete an Absence Entry Slip, no power tools for the day
 - iv. **Five or More Unexcused Absences:** No tool use for the semester. You can still earn credit for the class, but it will be through alternate assignments. You may appeal this by scheduling a meeting with yourself, the teacher, and a counselor or administrator.
- Pre-arranged absences may be negotiated with the teacher for such events as family trips, medical visits, Outdoor School and school field trips.
- Exceptions
 - i. **None.** Any exceptions will be excused through the attendance office.

6. Use of Shop Space

- a. The shop is used by many classes and after school groups.
- b. Put tools away when done using them.

- c. Material use must be approved by the teacher. Materials are not free!
- d. Do not leave your materials or projects out. Any materials left out will be returned to the materials room and you will have to purchase them again.
- e. Do not hide projects or materials in the shop. If you need a larger storage area, ask the teacher.
- f. Put your first and last name, and your period on each piece.
- g. Store your project materials in a designated location.

7. Behavioral Interventions

If you are unable to control your behavior in the shop, your access to the shop will be limited for your safety and the safety of others. This will, in turn, limit your ability to complete projects, making it more difficult for you to pass the class. You can pass the class without completing projects. Interventions include:

- a. Warning
- b. Conference
- c. Refocus assignment
- d. Written contract
- e. Call home
- f. Detention
- g. Referral

Appendix

School Board Policies

Italicized red text indicates explanation of board policy as it pertains to this syllabus.

Highlighted text indicates policy language relevant to this syllabus.

- **JFCEB** Students may be allowed to use and possess personal electronic devices on district property and at district sponsored activities **provided such devices are not used in any manner that may disrupt the learning environment** or district-sponsored activities, **or violate Board policies, administrative regulations, school or classroom rules,** state and federal law.
- **JFCEB** If the district implements a curriculum that uses technology, students may be allowed to use their own personal electronic devices to access the curriculum.
 - *Students may use their devices to access the curriculum, nothing else.*
- **JFCEB/AR** Students may use and possess personal electronic devices on district grounds subject to the following:
 - **(2)** Unless as authorized in advance by the principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger, devices shall be turned on and operated only before and after the regular school day. Personal electronic devices may be used during the student's lunch break. **They may not be used at any time in the proximity of any class, school activity or event that may be in session or in progress during those times.**
 - **(5)** Personal electronic devices may be used as electronic study aids during the school day if provided as a part of a student's individualized education program (IEP) or if permission is received from the student's teacher;
 - **(8)** Students shall comply with any additional school rules as established by the principal and classroom rules as approved by the principal concerning the appropriate use of personal electronic devices;
 - *Teachers can make additional rules pertaining to electronic devices.*
- **JF/JFA** Students have the right to know the behavior standards expected of them as well as to know the consequences of misbehavior. Students' rights and responsibilities, including standards of conduct, will be made available to students, their parents and employees through information distributed annually.
 - **(3):** The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure their rights;
 - *Prior to finalizing a failing grade, student has right to due process by challenging circumstances leading up to action, including review of policy, communication of policy, and review of specific infractions of cell phone rule.*
- **IK(3):** Grades and/or portfolio content will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade. Behavior performance shall be reported separately;
 - *While behavioral choices such as tardiness, absenteeism, and cell phone use cannot be directly reflected in grading, engaging in these behaviors will limit your opportunities to advance, which will indirectly affect your grade and/or ability to earn credit.*

Oregon Department of Education CTE Standards

Italicized red text indicates explanation of CTE standard as it pertains to this syllabus.

- **E-01:** Adhere to workplace standards.
 - *Timely attendance is required to retain standing in apprenticeship programs.*

- *Cell phones are not allowed on job sites.*
- **E-02:** Exhibit personal responsibility and accountability.
 - *Be here. Be on time. Follow on-site safety practices, including turning off of all personal electronic devices.*
- **CC-AC02:** Demonstrate an understanding of and adherence to safe working practices.
 - *This includes elimination of distractions, including cell phones.*