Dear Parents, Guardians, and Students,

Welcome to West Hollow Middle School’s technology department. I am honored to have your child in technology at Seneca Middle School. In this course we will explore human’s ability to adapt their environment to meet their needs and wants. We will work individually and collaboratively on technological problems faced by humankind. Students will learn about tools, past and present, that enable humans to enhance their lives. In this class students will create projects of their own. Mathematics, science, and engineering principles will be used to complete classroom projects. I hope that the students will enjoy this year’s technology course.

Grading Policy:

65% Projects

25% Tests and Quizzes

10% Homework

Items that must be brought to every class:

Pencil, Eraser, Lined Paper with holes.

Extra-Help - **ROOM 301** Tuesday 7:15-7:45, and by request/availability.

Mr. Polley’s Contact Information:

Phone number - 631-592-3400

Email: jpolley@hhh.k12.ny.us

Website: PolleyTechnical.com

Two-way text information through remind code is on back bottom

I look forward to a great school year and seeing the unique projects the students will create.

Sincerely,

Mr. Polley

Technology Teacher

West Hollow Middle School

Half Hollow Hills School District

Department of Technology Education Mr. Polley

**Safety Rules**

1. Do not enter the classroom unless the teacher is in the room.
2. Store books and materials in the proper areas.
3. Enter QUIETLY and wait for attendance and instruction.
4. Report to you seat at the beginning of class.
5. There is no running or fooling around in the classroom.
6. No eating or drinking in the classroom, without permission.
7. Report all injuries, no matter how slight, to the teacher.
8. When in doubt, ask the teacher, your friends may be wrong.
9. Clean up all machines and work areas; replace tools after you have used them.
10. Be careful when carrying any tools in the classroom. Especially those tools which have sharp or pointed parts.
11. Tools are not to be carried in clothing.
12. The teacher will call CLEAN UP. Work is to STOP immediately and clean up commences.
13. Do not talk to the person operating any machines or tools.
14. Observe all other safety rules that are introduced during the course of the semester.
15. Always pass tools and materials carefully to other students.
16. Stop working when the teacher makes an announcement.
17. If necessary wash your hands before leaving the shop.
18. NO STUDENT will be permitted to leave class until the classroom is clean.
19. HAVE A SAFE ATTITIUDE when moving about the classroom. Be considerate of other students doing their work and they will consider you too!

**SAFETY DECLARATION**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student Name), have read and clearly understood the classroom procedures and safety rules on the sheet provided. I promise to abide by them and realize that failure to do so can result in a serious accident or personal injury for me, or my fellow students. I will be aware of SAFETY at all times. I understand that violation of the rules will result in one or all of the following punishments; a stern warning, phone call home, teacher detention, removal from the technology project, and/or administrative referral letter.

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Student signature Parent/Guardian’s signature

Parent/Guardian Contact information:

Phone #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred method of contact: email or phone. Best times to call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remind Code for Mr. Polley’s Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_