**Automotive Technology**

**Classroom Rules**

**Safe Conduct & Attire**

**I AGREE TO:**

1. Occupy my assigned place at the beginning of the period
2. Follow the Schools attendance policy.
3. Conduct myself in a respectful and professional manner.
4. Electronic communication devices are to be turned OFF or put on SILENT during class and lab, check your messages on your break or lunch
5. Students must receive instructors permission before bringing a vehicle into the shop, all vehicles in the shop will have a work order filled out
6. Not plagiarize or cheat or share assignment answers (Students found plagiarizing or cheating will Earn “F” on assignment.)
7. Treat others in the same way that I want to be treated. (Compassionate, forgiving, kind)
8. Inform my teacher of any allergies or handicaps before using the equipment.
9. Wear proper PPE, including safety glasses, at all times when in the shop, use special goggles as needed for handling chemicals & caustic materials, and wear face shields or helmet when conducting hazardous operations.
10. Wear closed toed shoes at all times while in lab.
11. Wear clothes that are close-fitting and are not loose, dangling, or sagging.
12. Remove all jewelry, including wristwatches, bracelets, earrings, necklaces, ties, etc. while in the shop area.
13. Not remove guards from any shop equipment or machinery.
14. Report all accidents including minor cuts, scratches, & splinters to the instructor immediately.
15. Stop all work immediately and sit quietly in my classroom seat if, in the event of an emergency, the instructor(s) must leave the shop.
16. Not be in the lab or without an instructor present.
17. Not engage in horseplay
18. Not use inappropriate or obscene language in the shop or class.
19. Not use alcohol, drugs, or tobacco.
20. Not loiter in the shop.
21. Not throw objects in the classroom or shop.
22. Remain in the shop or classroom at all times except when excused by the instructor.
23. Participate in good housekeeping in the shop area because it is **everyone’s** concern. All scrap, litter, messes, old parts, and tools will be kept picked up to help prevent student accidents. Therefore, clean-up will be the last 10 minutes of lab time. Quality clean-up of the shop is the desired goal. Failure to meet the cleanup standards will result in the loss of time working in the Shop/lab.

Students will not operate any power tool or machine until he/she has been given instructions, has satisfactorily passed a prescribed safety test or certification, demonstrated to the instructor that he/she is able to operate the equipment in a safe manner.

**Safe Machine Usage**

**I AGREE TO:**

1. Never operate machinery or tools unless specifically authorized.
	1. Accident prevention must be the first and foremost responsibility in all shop areas. Unsafe tools, machines, practices, or unsafe conditions will be promptly reported and provisions will be made to correct these conditions.
2. Never operate machinery unless guards are in place.
3. Use all tools for the purpose intended and in an approved manner as taught by the instructor.
4. Avoid talking to or otherwise distracting others using equipment or doing hazardous activities.
5. Not leave machinery unattended, nor repair, oil, clean, or adjust them while they are running.
6. Not force equipment beyond the capacity for which they were designed.
7. Report to the teacher all electrical equipment that is not properly grounded or otherwise safe to use.
8. Report to the teacher all tools & machinery in need of repair, and any hazards that I observe.

**I AGREE TO:**

1. Follow all safety rules.
2. Obtain the teacher’s permission and read the label before using any chemicals.
3. Handle, use and store pesticides and other chemicals properly.
4. Handle and store all soiled materials, rags, paints, solvents, and flammable materials in the approved containers/cabinets.
5. Lift or move heavy objects in the approved manner only.

**THEFT / VANDALISM PROCEDURES**

1. Theft and vandalism will result in the following action:
	1. Lab will be stopped if in process.
	2. Students will be interviewed.
	3. School Administrators and or Police will be called in if necessary.
	4. Corrective measures will be taken as necessary.
	5. Student receives “F” grade for Semester

I have read the above rules and discussed them in class with my instructor. I realize that they are for my protection and I will do all I can to see that they are enforced. I will observe all precautions given by my instructor or others assigned to supervise my participation in school and school-related activities.

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Student’s Signature Date

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Instructor’s Signature Date