

Shop Policy Violation — First Offence

You have violated one or more of the following shop safety and/or behaviour policies.

To ensure that you are familiar with these policies, please write out the following rules and have your Parent/Guardian sign this sheet. You will not be permitted to rejoin the class until this is completed.

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| <ul style="list-style-type: none"> ◆ Power equipment must never be operated unless a teacher is in the shop and the student has received training on the equipment. (<u><i>If you are absent when instruction is given about the safe operation of a machine, you must be checked out personally on this information when you return.</i></u>) ◆ Do not run in the shop. ◆ "Horseplay" will not be tolerated in the shop. ◆ Use care and common sense when using any sharp tool. Keep hands and fingers behind the tools cutting edge. ◆ Safety glasses must be worn at all times when in the shop. ◆ Long hair and loose clothing must be restrained and jewellery is to be removed. ◆ If you cut yourself, or become injured in any way, you are to report this to your teacher. A cut not treated can lead to serious infection. ◆ Never enter the shop if you are under the influence of drugs or alcohol. ◆ No unauthorized projects. ◆ No loud unnecessary noise. | <ul style="list-style-type: none"> ◆ Keep benches and floor clean. Replace all tools when finished with them. Place all scraps in the proper bins. ◆ Place all oily or paint soaked rags in the special "oily-rag" containers. ◆ In the event of a Fire Drill or an actual fire, you are required to leave the building via the posted exit by walking out quickly and silently. ◆ Only one operator per machine is permitted (the only exception is the instructor during training). You must be 3' from an operator if you are observing. ◆ When using the band saw and other tools with exposed blades, fingers must be kept at least 4" (100mm) away from the blade. ◆ Compressed air is to be used with caution. Wear eye protection and direct the air away from eyes, skin and any part of the body. Beware of flying particles. ◆ All students must participate in cleanup duties — a clean shop is a safer shop. ◆ Students <u>must</u> listen attentively to all teacher instructions and demonstrations. ◆ If in doubt DON'T DO IT! ASK FIRST. ◆ Always use common sense. |
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Failure to comply with the rules outlined above will not be tolerated in the shop and will lead to disciplinary action as per the *Progressive Discipline Policy*.

Students whose behaviour is inappropriate (inappropriate behaviours include, but are not limited to the following: not following shop rules, disrespect to people, authority, or property; in-attentiveness; being off-task; disruptions; defiant; unsafe; and habitually absent or late) shall, in order:

1. be made aware of the inappropriate behaviour and expectations for improvement (i.e., warning).
2. be required to participate in an interview outside of class time to discuss expectations for improvement (i.e., detention).
3. have his or her parents become involved in the consultation process if the behaviour persists.
4. have the administration become involved as necessary. This may lead to school sanctions ranging from warnings, to detentions, suspensions, and to possible removal from the course.

Highly Inappropriate Behaviour — Students shall be removed from the classroom environment and will be expected to report to Administration in the Main Office.

Thank you for your cooperation. If you have any questions please feel free to contact me at any time.

Mr. T. Ferguson — Technological Education
ferguson@rcitech.ca

I, _____, have read, understand and will follow these rules.

Student's Signature

(Student's Name — print)

Date (like this: November 19, 2009)

Parent's or Guardian's Signature

Date (like this: November 19, 2009)