

**WATERFORD TECHNOLOGY & ENGINEERING EDUCATION****Expectations and Safety Contract**

Circle the correct class: Auto / Engines    Drafting    Metals    PLTW    General Technology    Woods / HOME

All of the equipment in the Technology & Engineering Education labs has been safeguarded as much as possible. However, accidents can be caused by student misconduct or incorrect use of the lab and equipment. Therefore, all students must conduct themselves in a responsible manner at all times. **Students will be expected to adhere to classroom / lab expectations and safety procedures at all times.**

**Classroom Expectations**

All students will:

1. Be prepared for class, and in your seat (QUIET) at the bell w/ necessary class materials (i.e. paper, pencil, book).
2. Raise your hand and wait your turn before you speak.
3. No food or beverage. Bottled water may be allowed in certain areas at teacher discretion.
4. Bathroom passes will be limited. Value class and lab work time.
5. Appropriately use technology as outlined in the Student Handbook. (Personal devices require teacher permission)
6. Refrain from gathering at the door or in the hallway, and wait for instructor dismissal at periods' end.
7. Respect the rights, ideas, and property of others. Theft & Vandalism will not be tolerated. (re: district policy)

**General Lab and Safety Procedures**

All students will:

1. Concentrate on class materials and behave in a mature manner, during lecture, demo, and lab work time.
2. Use equipment or tools after first having been instructed in its use, and having passed a safety test.
3. Never use equipment, machines, or vehicles without having permission from the instructor(s).
4. Follow any additional, machine specific, safety and operating procedures.
5. Wear appropriate clothing to prevent injuries. (**NO SHORTS** or **SANDALS** allowed in auto & metal lab).
6. Avoid loose/long clothing or articles that might get caught in machines (i.e. hair, jewelry, bracelets, hood strings)
7. Appropriately use lab work time, and assist with clean-up at the end of each class period.
8. Enter and use adjoining labs and rooms only with teacher permission. (i.e. offices, store rooms, auxiliary labs)
9. **IMMEDIATELY notify the teacher of any accident, injury, or emergency!**
10. Report any broken tool or machine to the teacher. (i.e. does not work, safeguard malfunction, dull cutting edge)
11. Wear approved, clear safety glasses **at all times** when in the lab environment. (Z.87 w/ no tint or mirror)
12. Avoid wasting material resources. Material fee may be required for course projects. (Specific to student, course, and material chosen by individual student)

**STUDENT:** I have read the expectations and procedures outlined above, and I agree to follow them to the best of my ability. I further understand that class participation, use of lab time, and general conduct will be included as a part of my course grade (outlined in course syllabus).

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**PARENT or GUARDIAN:** I have read the expectations and procedures outlined above, and I am aware of the results (to my son / daughter) of not adhering to the details of this Expectations and Safety Contract. I will review the preceding expectations / procedures with my son/daughter at my discretion, and understand that I am encouraged to contact the instructor with any questions or concerns that may arise now or in the future.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

Preferred Method of Contact: (check one)

E-mail

Phone

E-mail #1 \_\_\_\_\_

E-mail #2 \_\_\_\_\_

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

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



**Sign and return one copy. Keep second copy for your records / notebook.**

