

Technology Education: Safety Regulations

1. Follow all safety rules and teacher/substitute teacher directions at all times.
2. Fire drill, shelter drill and lockdown procedures must be followed
3. OSHA approved eye protective devices must be worn at all times during work periods.
4. Wear a lab apron when needed.
5. Sturdy, closed toe shoes must be worn. **NO SANDALS!**
6. Roll up sleeves, tuck in strings or any loose piece of clothing, remove all hand and hanging jewelry, and tie back long hair. Do not use tools or operate any machine while wearing any clothing that is loose.
7. Horseplay will not be permitted. **Always** concentrate on your task.
8. All injuries, no matter how small, must be reported to the instructor.
9. **One** person to a machine at a time. And permission **must** be obtained before using any machine.
10. Follow all safety guidelines when using tools and machines (will be discussed in detail prior to use)
11. Never talk to anyone while you or they are operating any machine or tool.
12. Report any damaged machines to the teacher. If a machine is not operating correctly, turn it off, wait until all moving parts have stopped, then tell the teacher about the problem.
13. Check all hand tools for loose handles or damage, report any damage to the teacher.
14. Never use student desks as a cutting surface. Use all tools on the back work tables
15. Keep your work area neat. Place tools in the middle of the work bench. Put scraps in the scrap box. A clean work area is a safe work area
16. Carry only a few tools at a time when gathering and returning tools to the tool cabinet
17. Use all tools and machines in the correct way and only for the correct purpose. All safety guards must be kept in proper position while machines are being operated.
18. Please notify the teacher if you're feeling sick or drowsy as it could create an unsafe situation in the lab
19. Please notify the teacher if you're uncomfortable using any tools and machines in the lab
20. Dismissal from class is not the bell, but the instructor.

I understand that working in the Technology Lab is a privilege. I realize that I have a responsibility to prevent an accident from occurring. I can help to do that by concentrating on the assigned task on which I am working and not distracting others by my actions. I understand that I may lose my work privilege if I fail to accept my responsibility. Two violations of lab safety may require that I be denied participation in the technology program.

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

(Teacher Copy... Students will receive a copy once submitted)

Rules & Expectations

- 1. Be on time to class-** It is your responsibility to be in the room and in your seat when the bell rings. If you are late you need a pass. You will be given three unexcused lateness's for the quarter. After that detention will be assigned.
- 2. Be ready to work-** It is your responsibility to have pencils, paper, books and assignments when you come to class, not mine to provide. Points will be deducted from the participation grade if unprepared.
- 3. Be quiet when the bell rings-** I don't talk if others are talking. In the end it will waste your time and possibly change the assignment for the day. Points will be deducted from the participation grade to those who are still talking.
- 4. No food, candy, gum or electronic devices are permitted in the lab-** It is school policy and it will not be tolerated in my class. Please address this before you enter the room.
- 5. Show respect to me, others, and yourself-** Manners and politeness are expected. Treat others how you want to be treated and respect the laboratory and equipment.
- 6. Participate in class-** Be a productive worker in all class activities. Contribute positively to the class. It not only gets you a better grade but also makes the day go by that much quicker.
- 7. Complete assignments-** All assignments are to be completed and will contribute to your final grade. This includes homework assignments. If you need help or extra time I will work with you. Everyone can succeed in my classroom.
- 8. Your grade is not a mystery-** You receive what you earned and will always know ahead of time what you need to do to achieve a specific grade. I will work with anyone that is willing to put in the effort.
- 9. All safety rules of the lab will be followed at all times-** If you don't follow them you don't work. No student shall use any tool or machine without the instructor's permission. No horseplay in the lab and **SAFETY GLASSES MUST BE WORN.** Failure to follow these policies will result in not working and a zero for the day.
- 10. You are responsible for your own actions-** No one can control you like you can. If you want to be treated as an adult act like one.

This list of rules and guidelines does not include all of the classroom policies but it is an attempt to clarify those used most frequently.

Contact: Email is the best way to contact me if you have any questions.
Email: mdaniels@cornwallschools.com

Technology Grading Rubric			
Tests	Quizzes/Homework	Participation	Projects
Not many tests are given and they are based off of projects and notes. STUDY!	Homework is expected when due. Points will be deducted for lateness	Raise your hand, ask questions, help each other out. Have materials ready for class	Projects are huge! Make sure you put your best into each one. Individual grades may be used on group projects
25%	20%	25%	30%

STUDENT COPY

Mr. Daniels
Technology Education

Student Name: _____

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GOOGLE CLASSROOM CODES:

Period 2: q3ywgrrt, Period 3: x5yg24n, Period 6: bgxgf7v, Period 8: 44zemfx,
Period 9: vzuh2tq

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