

Charles M. Russell High School
Intro to Woods, Woods 1-2, Woods 3-4 and
Pre-Construction (if applicable)

Mr. Stewart's
Classroom/Shop Guidelines

Daily Procedures & Routines:

1. Entering the Classroom

We meet in this room everyday- regardless of our activities for the day. When you enter the classroom, proceed to your assigned seat, and start on the work that has been assigned to you by your instructor.

2. Seating chart

You will be assigned a seat/table for which to sit at when entering the classroom at the start of the period. Any change or relocation will be **ONLY** at the discretion of the instructor.

3. End of Class Bell

Students are not to leave prior to the dismissal bell, unless there is prior approval. All students must use the designated exits when leaving the class room/shop areas.

4. Safety

Safety in our classroom/shop areas will be **THE NUMBER ONE** priority. You will be given the specific rules on safe dress as it applies to a certain class during the introduction to the class. You will also be required to complete different safety and operational examinations throughout the course before being allowed to proceed further.

*****Failure to comply with safety rules/ regulations will result in removal from class and loss of credit**

5. Drug Free Workplace

We will not tolerate the presence of illegal drugs or the illegal use of legal drugs in our workplace. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of such controlled substances is strictly prohibited while being in this class, or while operating the wood working equipment. The use of illegal drugs as well as the illegal use of legal drugs is a threat to us all because it promotes problems with safety, customer service, productivity, and our ability to survive and prosper as a class. If you need to take a prescription drug that affects your ability to perform your job duties safely, you are required to discuss possible accommodations with your instructor.

***Violation of any of the above policy will result in disciplinary action, and/or expulsion from class and loss of credit.**

6. Electronics

No cell phones, I-pods, mp3 players or any other type of electronics will be used while working on power equipment. (Ear buds/phones will be put away as well)

7. Clean-up (last 5-7 minutes of class)

There will be a daily clean-up chart with specific job duties. **EVERYBODY CLEANS** regardless of what you did for that day!! If we expect to use the facilities to learn, we must take care of the facilities.

***You are graded daily on your clean-up duty. If your area is not cleaned, points will be deducted from your participation grade for that day.**

8. Lab Fee (WOODS 1-2=\$15.00 AND PRE-CONSTRUCTION =\$10.00)

Due to the continually rising costs, students will be assessed a lab fee for certain classes. The instructor will notify students which classes are affected. Students will also be required to wear safety glasses at all times in the shop/lab area. We do have those here at the cost of \$2.00/pair. The lab fee's and safety glasses money is used to further enhance the students learning environment with the purchase of lumber, hardware, tools and any other shop supplies throughout the course of the class.

9. Tardy Policy

You need to make a serious effort to get to class on time! You have a unique learning opportunity facing you and you shouldn't jeopardize it by being late.

- Any student who is tardy must come to class, do not go to the attendance office. I will handle it by marking you late in the attendance done on the computer.
- Any tardy over 15 minutes late is considered an absence.
- After two tardies, student will meet with instructor and problem will be discussed.
You will also be placed on a tardy contract.
- On the third tardy (1st violation of the tardy contract) 30 mins. detention time to be served within 3 school days. A PAR will also be written up and sent to an A.P.
- Forth tardy (2nd violation of the tardy contract) 1 hr. detention to be served within 5 school days. A PAR will also be written up and sent to an A.P.
- Subsequent tardies will involve more detention time and/or parent notification and/or expulsion from class with an "F".

***Detentions are served 2 different ways, before school in room 405(7:30am to 8am) or before school/after school with an A.P. Students must get an A.P. to sign a pass saying they completed their detention.**

10. Make-up Work

Make-up work is the responsibility of the student. Use the homework hotline or <http://johnstewartrustlertech.weebly.com> if you are gone unexpectedly. It will be due one day after you return to school unless prior arrangements have been made. It is the responsibility of the student to get and complete all missed work/tests.

***ALL SAFETY TESTS MUST BE COMPLETED PRIOR TO WORKING ON THE EQUIPMENT. FAILURE TO COMPLETE ALL SAFETY TESTS IN A TIMELY MANNER WILL RESULT IN A FAILING GRADE AND REMOVAL FROM CLASS.**

Late Work/ Passes out of Class

- All late work will be assessed a 10% reduction in assignment grade (up to 10 days) for every day the assignment is late.
- No passes will be allowed first 10 minutes and last 10 minutes of class.

11. Classroom/Lab Etiquette:

1. **Be respectful and courteous to others**
2. **Raise hand when you have something to say/add**
3. **Inappropriate language will not be tolerated**
4. **No intentional defacing of school property**
5. **Follow the procedures as instructed in our classroom and shop areas**

Consequence: Evaluated on an individual basis (See attached handout)

****Repeat violations will result in phone calls to parents and In-School-Suspension. Flagrant violations of any of the above may result in removal from class and loss of credit.**

12. Fire Drill

In the event of a fire drill, you will proceed as a group out of the class area to the designated area. Once reaching the area, you need to stay together so role can be taken.

Dress Code/Safety Code of Conduct

I _____ a student in _____ Mr. Stewart's _____
(Student Name) (Teacher Name)
_____ Period _____ class,
(period of the day) (Course Title)

agree to the following rules and guidelines:

Dress codes within the work place are typically established by the employer and can often be dictated by the profession and/or industry. In circumstances where dress codes are required by safety regulations the employer cannot modify or trump state or federal regulations such as [OSHA requirements](#).

In general, most employers do find it beneficial to institute an employee dress code as a way to project a professional atmosphere within the workplace. Dress codes can be enforceable by the employer in either verbal or written forms, although written dress codes reduce confusion and misinterpretations. Dress codes requirements are often discussed in an [employee handbook](#) if the employer provides one; otherwise it is typically part of the application process when the employee begins their employment.

-(adapted from Seneca.com your online career development resource)

1. Excessive unexcused tardies (2) will be subject to a tardy contract being issued.
2. Comply with all CMR dress code issues addressed in student handbook
3. Wear SAFETY GLASSES at all times in the shop.
Safety glasses must meet ANSI Z87.1-1989.
4. Footwear worn during site activities must be closed toe
Leather shoes or boots are recommended
5. Clothing must completely cover arms, legs, chest, and back.
Shop coat or coveralls may be used over school dress that does not completely cover all exposed skin.
6. Ear plugs or muffs should be worn when noise levels dictate
7. Remove jewelry, rings, watches, and loose apparel before beginning work
8. Hair that touches ones collar or longer, must be tied back prior to operating equipment.
9. SAFETY GLASSES are required at all times in the shop.
10. HORESPRAY is FORBIDDEN!!!
11. Remain alert. THINK before acting.
12. Avoid quick movements. Plan each step of your work.
13. Use tools correctly and for their intended purpose.
14. Check that all safety guards are in place prior to operating equipment
15. Observe all caution, danger signs, and operator safety zones.
16. Keep work areas dry and free of debris.
17. Return all tools to their designated storage immediately when finished with a job.
18. Lift objects carefully. Use the leg muscles. Keep back straight while lifting.
19. Report all injuries. Injuries resulting in blood, no matter the amount, must be covered.
20. Request assistance from the instructor if unsure about safe operation or procedure.
21. Never use an air hose for cleaning or dusting yourself off. Never point an air hose at anyone.
22. Do not be under the influence, in possession of, or distribute any type of controlled substances while in the C.M. Russell shops.

Special Considerations with electricity

1. Never make yourself or another person part of the circuit.
2. Make sure that all electrical equipment is properly grounded.
3. NEVER STICK ANY FOREIGN MATERIAL INTO AN OUTLET!!!!
4. Always unplug cords by pulling on the plug, not yanking on the cord.

I have read and understand that failure to comply with the above rules could result in consequences such as, removal from class with an "F", injury to yourself or others, or in severe cases death.

Student signature

Date

Parent Signature

Date