**Classroom and Safety Rules Contract**

This is an innovation zone! You are learning to design, build, and invent. As a part of that you will learn to work as a team, to follow directions, and to create. For these things to happen we all need to follow some basic rules.

**Classroom Rules:**

1. Respect others! No name-calling, meanness, bullying, or rude behavior to anyone!
2. Be on time! In your seat and ready to work when the bell rings!
3. Be prepared! Come to class with all your supplies and equipment!
4. Follow directions! No teacher should have to give directions more than once! EVER!
5. Leave the room in better shape than you found it in! Clean up all supplies and messes! Put away all the equipment in the right place before you leave!

**Safety Rules:**

All Gateway to Technology classes are hands on, project based classes. Safety rules must be followed or injuries to students and/or damage to property could occur. This form must be signed by the />student and their parent/guardian before the student will be allowed to do any hands on activities, or work on the computers.

* “≥?eves pulled back, and long hair secured. The school dress code will be adhered to.
* Safety glasses must be worn at all times in the workshop area.
* Students will not engage in horseplay. e.g. shoving, pushing, throwing objects, etc at any time!
* Students will not run with, carry incorrectly, or mishandle any hand tool or equipment.
* Students will use outlets, sinks, drawers, and storage containers for their intended purposes.
* Students will always ask permission to use power equipment.
* Students will not operate any piece of equipment without completion of the appropriate safety test (passed with 85% or better) and **instructor permission.**
* Students will never operate any equipment when there are people within the safety zone assigned to that piece of equipment.
* Students will always let the instructor make any changes or repairs to the equipment, they will not attempt to do so themselves.
* Do not unplug a power tool while it’s being used.
* Do not tamper with lights, ventilation switches, or any other devices in the classroom or workshop area.
* Students will adhere to all rules and guidelines taught by instructor involving the correct use of equipment.
* The workshop areas, as well as the classroom, will be cleaned up to the teacher’s satisfaction every time!
* If equipment or supplies are damaged due to a student’s not following the rules, fines and fees can and WILL be applied to their account.
* Students will not be allowed access to equipment or computers without a signed safety contract on file, and completion with a 85% accuracy of all required safety tests.
* When a robotic system is powered, keep fingers, tools, hair, and all other body parts away from gears, wheels, etc. Plastic parts can still painfully pinch, cut, or crush.
* Robot kits contain metal parts. Excessive bending can cause parts to break, resulting in sharp edges, which can cut skin.
* Do not lick batteries. Do not run a wire from one end of battery to the other, as wire will get very hot, and will damage you and the battery.
* If battery appears to be leaking or has a crystalline deposit on the outside, dispose of it as directed by your teachers (do wear gloves). Do not throw batteries into the trash, especially rechargeable batteries. They must be disposed of as hazardous waste.
* Parts for the VEX kits are expensive! A motor is easily broken by over tightening the screws – cost is $19.99 + shipping. Other parts are equally expensive. The cortex (brain of robot) is $249.99 + shipping to replace.

**Tools and Equipment:**

The following tools and equipment are stored in this class and may be used for projects:

|  |  |  |
| --- | --- | --- |
| * Desktop computers
* Laptop computers
* Multimeters
* Electrical wire
* Electronic processors
* Electric hand drills
* Plastic gears and sprockets
* Metal building materials
* Scissors
* Electronic scales
 | * Hot glue guns
* Box cutters/razor blades
* Screw drivers
* Crescent wrenches
* Bolts and nuts
* Sand paper
* Zip-ties/string/Velcro
* Metal tape measures
* LEGOS
* Glues of various strength (beyond school glue)
 | * Electric drill press
* Band saw
* Hammers
* Hand saws
* Wire strippers/cutters
* Large screws/nails (>2”)
* C-clamps (plastic and metal)
* Steel rulers
* Metal putty knives
 |

**Failure to follow these rules will result in:**

1. A **verbal warning** and an explanation of what will happen if behavior continues
2. A **written warning**, **detention**, and **phone call home**.
3. Student will be officially placed on **probation**. Written notification sent home. **Safety and rule tests must be retaken** and passed at 85% again and behavior must stop to continue in GTT.
4. Staff will attempt to find student an **alternate placement**. If this is not possible student will do **seat-work** for the remainder of the trimester.

**By signing below, you and your parent understand the rules, risks, and consequences of working in the lab and using its tools and equipment.**

Student Signature/Date Parent Signature/Date