



# CARE OF MATERIALS/EQUIPMENT Student Contract

Wiesbaden High School  
*Programs in Professional Technical Studies*

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## Care of Materials and Equipment

As a student, I have been counseled regarding my obligations regarding the care and use of classroom materials and equipment. I have learned that responsibility, as defined by the Secretary's Commission on Acquiring Needed Skills (SCAN) is as follows:

### Responsibility

The student initiates and/or completes tasks consistently, exhibits regular and timely attendance, and is prepared to work and learn. The student demonstrates a high level of effort and perseverance towards reaching goals. The student takes care of materials and equipment, respects the property of others, and completes tasks on time.

Although all aspects of responsibility are important, I have been directed to focus my efforts upon the very last sentence of this statement, "The student takes care of materials and equipment, respects the property of others, and completes tasks on time."

- ✓ The term, "Materials" pertains to school property including, books, manuals, software, tools and toolkits, parts and parts kits, as well as any additional items that are used to build projects.
- ✓ The term, "Equipment" pertains to school property including, furniture, facilities, computers, trainers, and other shop appliances.

## Rules:

1. I will inventory my trainer, tool, and/or parts kit before I use it and report any broken or missing items to my instructor.
2. I am responsible for the equipment and materials that I use. I will repair or replace any item that I have lost or damaged as a result of my neglect.
3. If I damage or lose any equipment, tools, or material I will report it to my instructor immediately.
4. I will return project work, materials, tools, and parts to their proper storage locations before I leave class.
5. I will return equipment and materials in the same or better condition in which they were given to me.
6. I will not use materials, tools, or parts from other students or kits.
7. I will ask permission before taking tools and materials from shop stock.
8. I will not use any equipment, tools, or materials that I have not been trained to use by my instructor.
9. Regardless of who's at fault, I will return my work areas to the proper condition before leaving class.
10. The class will not be dismissed until all materials and equipment have been cared for.

I know I am subject to disciplinary action if I do not adhere to these rules. Depending on the severity of the violation, corrective actions may include a 30 minute lunch detention with additional infractions resulting in up to 2 hours detention after school. Students will perform shop support work during detention and will not be dismissed until the work has been completed to the satisfaction of the instructor.

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INSTRUCTOR  
Gen. H. H. Arnold High School  
DoDDS - Europe

STUDENT SIGNATURE

DATE

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Student Last Name, First, MI  
(Please Print)

PERIOD