



RULES OF CONDUCT

Wiesbaden High School Professional Technical Studies

Rules of Conduct are an integral part of my classroom management plan. These rules help provide a safe and organized learning environment that is conducive to learning. Failure to abide by these rules is negligent behavior that puts the student and others at risk and will result in disciplinary action. Students must realize that the tools, equipment, furnishings, reference materials, and parts in this facility are the property of DoDDS. Damage to this property due to student neglect will require that student to fix it, have it repaired, or have it replaced.

GENERAL PRACTICES

1. **Be on time for class.** You must be completely inside the classroom when the bell starts to ring otherwise you are tardy. All tardies will be recorded. If you are going to be late you must have a pass with you before you show for class. I will not release you from class to get a pass. If you are more than 10 minutes late for class and don't have a pass you are considered absent and must get an readmission slip from the Student Affairs Office before I let you back into class.
2. Regular attendance is necessary to be successful in this class. **I will not tolerate truancy.** I will investigate suspected truancy and report it to your sponsor and then to school administration for disciplinary action.
3. **Do not idle.** You must be on-task within two minutes after the tardy bell rings and remain on-task until five minutes before the end of the period. I do not issue hall passes unless it's an emergency. That includes bathroom and locker passes. Lost class time will be made-up during lunch or after school.
4. Lectures and demonstrations provide valuable information you need to complete assigned tasks. Pay close attention and take notes. Chatting, daydreaming, or sleeping during these sessions is disrespectful to the presenter and will not be tolerated. **Focus on the content being delivered** and take notes to receive credit lecture.
5. **Come to class prepared to work.** Bring your notebook to class everyday. You should also bring any additional materials you might need to complete assigned tasks. You will not be permitted to leave the classroom to retrieve these items once class has started.
6. **Do your own work.** Compromising an exam, homework, or any assignment will result in no credit for all parties involved and requires disciplinary action.
7. **Complete all assignments in a timely manner.** Because this is a self-paced class there is never "free time". Once you finish one task you are to move onto the next. There is always work to do.
8. **Seminar period is for academic pursuit only.** Seminar period is more than a study hall. Seminar is a class to help students become better learners. Students must work towards those goals at all times during the seminar period.
9. **Respect others and their property.** Treat others as you would like to be treated yourself. Student projects, experiments, materials, and personal belongings are to be treated with care regardless of where they are found in the classroom. Incidence of theft, sabotage, damage, or destruction of these items will be investigated and those responsible will be held accountable.
10. **Dress appropriately.** No head cover is permitted in this classroom. Clothing or jewelry that contains messages or logos using profanity, violence, or promoting drug use is not permitted.
11. **Treat substitute teachers and student leaders with respect.** These people have the duty and responsibility to act on my behalf and to help you. They also have the authority to enforce classroom discipline.
12. Music is provided at the discretion of the instructor. You may listen to only the classroom stereo while class is in session. **Personal music devices or listening to music using the computer is not allowed.** Personal music devices and media may be confiscated.

13. Jackets and bags will be stored out of the way in the lecture area of the classroom during class. Don't bring them to your lab station or the shop area of the classroom.
14. **Chewing gum**, eating or drinking is **not permitted** in this classroom. The only exception is during lunch, but be sure to clean up after yourself before you leave.
15. Personal lockers are to contain pre-engineering course materials only.
16. Cleanup starts shortly before the end of each class. You must do the following:
 - a. Power-down and disassemble all experiments.
 - b. Logout from your computer and organize the computer workstation.
 - c. Return tools, test equipment, texts, materials, and parts to their proper storage places.
 - d. All waste goes in the trashcan or recycling bins.
 - e. Clean off your work areas.
 - f. Assist in other clean up duties as assigned.
17. **Computers are for academic use only.** Surfing the Internet and other off-task activities wastes valuable class time that will be made-up during lunch or after school.
18. **Use of electronic mail** or the Internet is not permitted unless it is required as part of an assigned task. All students should check their school email accounts for teacher instructions at the beginning of each period.
19. Instant messaging, Internet Chat Room, Radio, Music and Video Streaming are not authorized at any time.
20. **Downloading** files from the Internet or copying programs onto school computers or network drives is prohibited. Students are not permitted to install any computer program.
21. Software piracy, password theft, virus espionage, computer fraud, and attempting to compromise computer security are abuse and require disciplinary action.
22. Computer / Internet **games will not be played** during class time.
23. **Removable media** (Diskette, CDROM or USB Devices) may only be used with **instructor permission** and must be **scanned** for computer viruses before use.
24. Students **may not store, access, or execute** programs, music, or video files on any classroom computer, network drive, or removable media at any time unless required as part of a lesson.
25. **Students may not shop** for merchandise using classroom computers at any time unless required as part of a lesson.

LABORATORY SAFETY PRACTICES

1. **SAFETY FIRST! SAFETY ALWAYS!** Remove all distractions and keep your mind focused on the task at hand.
2. **Horseplay results in mishap.** Rowdy behavior is dangerous and will not be tolerated.
3. Inform your instructor before powering up an unfamiliar experiment or using machinery you have not been trained to use. **You may only use equipment that the instructor has approved you to use.**
4. **Special safety placards** are posted near shop machinery. Review and follow these safety procedures when using the equipment to make sure you're using it safely and correctly.
5. **Keep your work area clean and organized.** Always work in a well-lighted and well-ventilated area.
6. **Use a ladder or stepstool for objects that are out of reach.** Standing on a chair or anything else is unsafe and can result in serious injury. Make sure someone is holding the ladder steady and spotting you.
7. **Your instructor maintains a binder of Material Safety Data Sheets (MSDS)** that describes the properties of substances used in our laboratory. These data sheets describe the proper use, disposal, and

first aide required when working with adhesives, oils, cleaners, solvents, paints, chemicals and other common shop materials. Know where the MSDS binder is located and review it as needed.

8. **PROTECT YOUR EYES!** --- Always use the proper eye protection when soldering, using machinery, power/hand tools, or pouring chemicals.
 - Face shields are required when using a grinder or pouring chemicals.
 - Eye goggles or safety glasses are required while soldering or using machinery or power/hand tools.
 - Proper UV protection face shields must be used when welding.
 - All eye protection must allow clear vision and accommodate prescription glasses if necessary. Eye classes and sun glasses are not safety glasses.
9. **PROTECT YOUR EARS!** --- Machinery such as power sanders, grinders, saws are loud. Use hearing protection to prevent hearing damage whenever sound levels are high.
10. **PROTECT YOUR LUNGS!** --- Filter masks prevent the inhalation of harmful airborne particles created during sanding, grinding, and spray painting. You should always perform these tasks in a well ventilated area while wearing a filter mask.
11. **PROTECT YOUR SKIN!** --- Some adhesives, oils, cleaners, solvents, and paints can be absorbed through the skin and into the blood stream causing damage to the liver and kidneys. Always wear the appropriate protective equipment such as eye protection, protective gloves, filter mask, and apron when working with these chemicals.
12. **PROTECT YOUR HANDS!** --- Hand and power tools that cut are very sharp and do their work quickly. You must keep your fingers at least 6 inches away from cutting edges at all times. Wear rubber gloves when working with acids and leather gloves when working with sharp metal or grinding tools.
13. **PROTECT YOUR BACK!** --- When lifting heavy objects
 - Lift close to your body.
 - Feet shoulder width apart.
 - Bend your knees and keep your back straight.
 - Tighten your stomach muscles.
 - Lift with your legs.
 - If you're straining, get help.
14. **Highly compressed air can be injected through the skin and into the blood stream.** To prevent injury, compressed air
 - must be regulated to 30 PSI or less.
 - requires eye protection to be worn.
 - must never pointed at any part of anybody.
 - Canned air must never be concentrated and inhaled.
15. **Never toss, throw, or slide tools or materials.** To avoid personal injury, damage to the object, facility, or furnishings always delivery and carefully place an object in the desired location.
16. **Dress safely.** Do not wear loose "hanging" clothing, neckties, or jewelry in the laboratory. To protect your feet, and allow you to quickly move out of the way, don't wear open toe/heel shoes. Aprons are available to protect your clothing and skin.
17. **Remove all rings, watches and jewelry** before applying power to electrical experiments or working with machinery. These items are electrical conductors and increase the chance of electrocution. Spinning machinery can also catch these items and pull you into the equipment.
18. **Never assume** that an electrical circuit is "dead" or machinery is "safe". Always check with your instructor to before use.
19. **Eating or drinking is not permitted** in the shop area of this classroom. Food can be tainted by poisonous substances on work surfaces and liquids can damage electrical equipment and trigger electrocution.

20. Soldering irons, glue guns, heat guns, and torches **can cause serious burns**. Use them with extreme caution. Be aware others around you when performing these tasks.
21. **Use the right tool for the job**. The wrong tool can cause personal injury or damage the tool and your work.
22. Damaged tools cause mishaps. To prevent injury, examine tools carefully before use and return defective tools to your instructor... **DO NOT USE THEM!**
23. Inventory your experimenter or trainer before starting your work. **Report any missing or defective parts to your instructor**.
24. Regardless of the level of injury, **if you are hurt during class, report it to the instructor immediately** to receive first aid.
25. **If at any time you feel unsafe... you probably are**. Ask your instructor for assistance if you feel unsure about any laboratory practice.