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TO: Parents/Guardians

FROM: Louise Paradis, Director of the Dover Regional Career and Technical Education Center (CTC)

We are asking for your cooperation in impressing upon your son or daughter the importance of being careful and safe. Safety is paramount in all of our Career and Technical Education (CTE) programs.

Instruction in the safe operation of tools and equipment is given the highest priority in all CTE programs. Close supervision by the CTC Teacher is maintained at all times in your son or daughter's program. Although every precaution is taken to prevent accidents, a certain risk is involved due to the nature of the learning experience, the age of the students, and the learning environment.

We welcome your visit to our Regional Career and Technical Education Center at any time. A visit can be arranged by contacting Janet Mason at (603) 516-6978.

I agree to observe all safety rules and procedures for safe operation and conduct in the program. I have received, read and understand the Dover High School and Regional Career Technical Center Student handbook. Handbook can be found online at <http://www.dhs.dover.k12.nh.us> under the "For Families" link.

\_\_\_\_\_  
Student Name (Please Print Legibly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Course Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Home Phone Number: \_\_\_\_\_

Work Number: \_\_\_\_\_

Parent/Guardian E-Mail Address: \_\_\_\_\_

# CLASSROOM RULES CONTRACT

1. Listen carefully.
2. Follow directions when the teacher gives them.
3. Work quietly. Do not disturb others who are working.
4. Respect others. Be kind with your words and actions.
5. Respect school and personal property.
6. Never use any laboratory equipment, chemicals, or other materials without the teacher's permission.
7. Failure to comply with these rules or other procedures will result in the appropriate disciplinary action outlined below.
  - a. 1st time - Warning
  - b. 2nd time - Meeting with teacher/CTC Director/Call home to parent/guardian
  - c. 3rd time - Detention
  - d. 4th time - Removal from program

I have examined the classroom rules and know that failure to comply with these rules will result in the appropriate disciplinary action outlined above. I promise to make every attempt to obey these classroom rules.

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Signature of Student

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Date

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## PERMISSION TO PUBLISH

As part of your son's/daughter's educational program, throughout the school year, we publish news articles regarding our CTE programs and student achievement using many different types of multimedia such as photographs, videos, brochures, flyers, School District website and other forms of communication. The following guidelines will be used:

- Published documents may not include a student's phone number, street address or box number.
- Documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in after school activities.
- Documents must conform to Dover School District Policy.
- Documents must follow Dover website requirements and responsibilities
- Dover School District's website is located at [www.dover.k12.nh.us](http://www.dover.k12.nh.us)

PLEASE INITIAL YOUR CHOICE BELOW:

\_\_\_\_\_ **YES** my child does

\_\_\_\_\_ **NO** my child does not

have my permission to be photographed or included in any of the multimedia activities listed above.

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Signature of Parent/Guardian

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Date

## STUDENT SAFETY CONTRACT

CTE programs involve hands-on laboratory classroom experiences. You will be doing many laboratory activities that may require the use of electronic equipment, hand tools, power tools, sharp instruments and hazardous chemicals. Safety in any CTE classroom and laboratory is the #1 priority for students, teachers, and parents. To ensure a safe classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. The last page of this contract must be signed by both you and a parent or guardian before you can participate in the laboratory. The Safety Contract is to be kept in your notebook as a constant reminder of the safety rules.

### General Guidelines

1. Do not enter the lab unless a teacher is present.
2. Conduct yourself in a responsible manner at all times in the classroom and laboratory.
3. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the teacher before proceeding.
4. Never work alone. No student may work in the laboratory without a teacher present.
5. When first entering any CTE laboratory, do not touch any equipment, chemicals, or other materials in the area until you are instructed to do so.
6. Do not eat food, drink beverages, or chew gum in the laboratory.
7. No electronic devices or headphones in the lab at any time. The only exception to this rule is when a teacher specifically authorizes students to use such a personal electronic device for a specific purpose.
8. Perform only those tasks authorized by the teacher. Never do anything in the laboratory that is not called for in the laboratory procedures or by your teacher. Carefully follow all instructions, both written and oral. Unauthorized uses of laboratory equipment or doing your own project without specific permission from your teacher are prohibited.
9. Be prepared for your work in the laboratory. Read all procedures thoroughly before beginning the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
10. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored out of the way.
11. All students will participant in daily laboratory cleanup.
12. Keep aisles clear. Push your chair under the desk when not in use.
13. Know the locations and operating procedures of all safety equipment including the first aid kit and fire extinguisher. Know where the fire alarm and the exits are located.

14. Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.
15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your teacher. Including put not limited to oil, grease, solvents, paint, chemicals, blood, etc.
16. Keep hands away from face, eyes, mouth and body while using chemicals or other hazardous materials. Wash your hands with soap and water after performing any work in the laboratory. If required, clean (with detergent), rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of your laboratory session.
17. Return all equipment clean and in working order to the proper storage area.
18. Laboratory work will be monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory assignments of others.
19. Students are never permitted in the storage rooms or preparation areas unless given specific permission by their teacher.
20. Know what to do if there is a fire drill during a laboratory period; hazardous material containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off, then proceed to the nearest fire exit.
21. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
22. Wear your safety goggles, hearing protection, appropriate laboratory clothing, and other personal protective equipment at all times in the laboratory.
23. **LONG HAIR IS DANGEROUS.** Special care must be taken to prevent accidents. Long hair shall be held back by a headband or hairnet or hair tie.
24. Proper clothing must be worn. No loose, ragged or sloppy clothing will be allowed. All loose jewelry must be removed before operating a machine.
25. Safety lines are for your protection. Stay behind them unless you are using a machine within the safety line area.
26. Use proper body mechanics/lifting techniques at all times to ensure safety of yourself and those around you. Specifically when moving heavy objects, boxes, patience, etc.
27. When using power tools, always disconnect power before changing blades, belts, bits etc. Never leave a machine until all motion has stopped.

28. Throwing any object in the laboratory is strictly forbidden and will result in disciplinary action.

29. **ABSOLUTELY NO HORSE PLAY IN THE LABORATORY.** Others can be injured by your actions. Students involved in horseplay will be removed from the laboratory immediately and will be subject to disciplinary action.

30. Financially responsible for any equipment/tools used in the lab that is defaced or damaged including the replacement cost of that item.

31. Health Science – Follow the Center of Disease Control Infection Control guidelines related to standard precautions during client care activities simulated in the laboratory and practice in the clinical setting.

32. Automotive – Do not write in dust on cars. This can cause serious irreversible damage to the paint on vehicles

33. Automotive – Only drivers with a VALID driver’s license will be allowed to operate running vehicles. Vehicles will be treated in a safe and respectful manner.

**STUDENT SAFETY CONTRACT/COURSE DIRECTIVES PARENT CONFIRMATION FORM  
QUESTIONS FOR STUDENT:**

- 1. Do you wear contact lenses? YES NO
- 2. Are you color blind? YES NO
- 3. Do you have allergies? YES NO

If so, list specific allergies below.

**AGREEMENT:**

I, \_\_\_\_\_, have read and agree to follow all of the safety rules set forth in the safety contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and teachers. I will cooperate to the fullest extent with my teacher and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instruction provided by the teacher. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part may result in my being removed from the laboratory, a detention, receiving a failing grade, and/or dismissal from the course/program.

\_\_\_\_\_  
Student Name (Please Print Legibly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Course Name

Dear Parent or Guardian,

We feel that you should be informed regarding Dover Regional Career & Technical Education Center's effort to create and maintain a safe classroom/laboratory environment. With the cooperation of the teachers, parents/guardians, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules attached. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and the parent/guardian and is on file with the teacher.

Your signature below indicates that you have read this Student Safety Contract as well as the course expectations provided for this class. By signing below, you confirm that you are aware of the measures taken to insure the safety of your son/daughter in our CTE laboratory and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

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Signature of Parent/Guardian

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Date