# Hellgate Middle School Shop Rules: Industrial Arts and Technologies 2026/2027

## Shop Rules

1. Always follow instructions.
2. Take responsibility for your own safety.
3. Ask the teacher before you use any hand or power tool. Only use tools or devices that you have been taught how to use and have passed safety instruction on.
4. All work must have the teacher's approval.
5. All accidents and injuries, no matter how slight, must immediately be reported to the teacher.
6. Always use safety goggles/glasses when using any tool in the shop.
7. Only the operator and the teacher are permitted within the defined working area (safety zone) around any machine.
8. When in doubt, ask the teacher.
9. If you feel ill, report to the teacher.
10. Report to the teacher any machine, hand tool or shop item that is broken, damaged, making unusual noise(s) or is not working correctly.
11. Immediately wipe up any liquids spilled on the floor and report it to the teacher.
12. Do not run in class. Do not throw anything in class. Do not push anyone in class. Clowning around and scuffling are forbidden. Move cautiously at all times and be considerate of others.
13. Wear safe clothing when working in the shop. Fasten or remove loose clothing and roll up dangling sleeves. Remove jewelry: bracelets, rings, chains and other accessories that, in the judgment of the teacher, are hazardous. No open toed shoes.
14. Long hair must be tied back and be out of the way. Long loose hair can easily be caught in revolving machinery and be ripped out, causing serious scalp laceration.
15. Be sure your hands are dry before touching electrical switches, plugs and receptacles. If your hands are wet, you may receive a severe shock and a serious burn.
16. Tell the teacher about anyone whom you have seen or have knowledge of violating any of the safety rules. It may prevent an injury.
17. Pay attention during demonstrations.

Please follow these rules at all times to maintain a safe woodworking and engineering technology classroom and shop environment.

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## Student/Parent Contract

Student: I, _____ have read and understand each of the above safety rules set forth in this contract. I agree to follow them to ensure not only my own safety but also the safety of others in the shop, classroom and laboratory. I also agree to follow the general rules of appropriate behavior for a classroom at all times to avoid accidents and provide a safe learning environment for everyone. I understand that if I do not follow all the rules and safety precautions I will not be allowed to participate in woodworking and engineering shop activities.

**Student Signature:** _____ **Date:** _____

Dear Parent or Guardian: I feel that you should be informed of the school's effort to create and maintain a safe woodworking and engineering technology classroom and shop environment. Please read the list of shop safety rules (opposite side). Students will be taught safety principles according to the OSHA standards for General Industry and Construction. No student will be permitted to perform shop activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher. Please stress to your child the importance of following safety procedures in the shop for both their safety and the safety of others. Your signature on this contract indicates that you have read this shop safety contract, reviewed it with your child and are aware of the measures taken to ensure the safety of your son and daughter in the woodworking and engineering technology shop. Should you have any questions about the potential shop hazards that your son/daughter will be exposed to please feel free to email or call me to discuss them.

**Parent/Guardian Signature:** _____ **Date:** _____

## Policy for violation of shop rules:

Depending on the severity of the infraction, Mr. Houska reserves the right to take any of the following actions:

- Verbal warning from teacher, record of the infraction is taken
- Review of rule involved; parents and students sign agreement that the rule is understood and will be followed in the future
- Removal from class for the remainder of the period (and loss of all possible points for the day)
- Suspension from class for the remainder of the week and a conference between student, parent, teacher, and administrator before participation in class is allowed again.
- Class suspension for the remainder of the quarter. (automatic failure)