



Boerne High School

Agriculture Science Department

www.boerneffa.ffanow.org

Mrs. Lexie Seaman
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BHS AG Mech Shop Policies and Procedures Contract

Phone: 830-357-2239

Conference: 8th period- 2:30-4:00

Email: Sean.warner@boerneisd.net

Kathleen.young@boerneisd.net

Office Location: AG Building, Room K110

Student Name: _____

Period: _____ Class: _____

Dear Parent or Guardian:

Your child is enrolled in the Agricultural Mechanics program, which will require the use and operation of various tools and equipment under the supervision of a certified instructor.

Instruction in the safe operation of assigned tools, equipment, and procedures will be provided and students will be tested on safe use of each item. Extensive precautions will be taken to prevent accidents, but a certain risk is involved due to the nature of the experience and the learning environment. **Protective eyewear and clothing** are required while working in the shop environment.

These guidelines are not only for your protection but also for the protection of those around you.

***Failure to follow these guidelines will result in removal of the offending student from the shop.*

Safe Conduct and Dress: I Agree To...

1. Inform my teacher of any allergies or handicaps before using the shop.
2. Wear safety glasses at all times when in the shop.
3. Wear prescribed protective clothing including: long sleeved cotton shirt, denim jeans without holes or frays, and leather work boots.
4. Never wear long neckties, loose sleeves, or other loose clothing.
5. Practice general cleanliness and orderliness at all times.
6. Never wear metal finger rings when working in the shop.

7. Not to hang around in the shop when I am not working.
8. Never throw any objects in the shop.
9. Avoid “horseplay” at all times in the shop.
10. Report all accidents including minor cuts, scratches, splinters and burns to the instructor promptly.
11. Help with shop cleanup and storage duties until the job is done.

Student Initials _____

Parents Initials _____

Safe Machine Use: I Agree To...

1. Never operate equipment unless specifically authorized and trained.
2. Never operate machines unless guards are in place.
3. Use all tools for the purpose intended and in the approved manner as taught by the instructor.
4. Stand to the side of grinding wheels, buffers, and blades while the machine is gaining speed.
5. Removes keys from chucks when adjustments are complete.
6. Fasten all work securely before drilling, milling, sanding, and other such operations.
7. Avoid talking to or otherwise distracting others using the machines or doing hazardous activities.
8. Not leave machines running unattended, nor repair, oil, clean, or adjust them while they are running/ plugged in.
9. Not force machines beyond the capacity for which they were designed.
10. Report to the teacher all tools and machinery in need of repair or otherwise unsafe to operate, and any hazards that I observe.
11. Unplug electrical devices with the plug and not the cord.

Student Initials _____

Parents Initials _____

Safe Material Handling and Usage: I Agree To...

1. Handle all fuels, solvents, and thinners in the correctly prescribed ways.
2. Not handle or store electrical equipment that is not properly grounded or otherwise unsafe to use.
3. Lift or move objects in the approved manner only.
4. Purchase any materials that were used for personal projects.
5. Not to be wasteful with the materials and resources of the shop

Student Initials _____

Parents Initials _____

Lockers: I understand that...

1. Students' lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.
2. Students are fully responsible for the security and contents of assigned lockers. Lost materials stored in a locker are student's responsibility.
3. Students are responsible for compliance with school rules concerning lockers and are subject to disciplinary consequences for non-compliance.

Student Initials _____

Parents Initials _____

****Please discuss** with your child the necessity of observing safety policies that have been established for this program. Please email or call at the school if you have any questions or concerns. Thank you for your cooperation.

Mr. Warner & Ms. Young
Boerne Agriscience Instructors

Student Signature: _____

Parents Printed Name: _____

Parent Signature: _____

Parent Email: _____

Emergency Contact Number: _____