

Class Rules and Policies

Southeast High School - Engineering Program

Adherence to School Board Policy

The Southeast Engineering, Design & Manufacturing Program and Courses adheres to all School Board Manatee County Conduct Code and Southeast High School specific campus rules as required by Campus Administration. All rules and policies are for student safety and student success.

Work Bell To Bell:

Paramount in the Southeast Engineering, Design & Manufacturing Program is class time on task and working from Bell to Bell. Students will not be up standing either their assigned workstation or standing at the door prior to the end of class. Consequence will be in class lunch or after school detention. After the second offense referral will be issued.

Design Lab Safety & Conduct:

- I. All students are to be on task and not socializing.
- II. No rolling around classroom while seated in chairs.
- III. Computers are not be used:
 - A. For playing video games
 - B. For watching YouTube videos not for class work
 - C. For accessing Social Networking Site (Facebook, InstaGram, Twitter, etc)
- IV. For any of these violations, students will be given an in class detention over lunch or after school with a note sent home to be signed.

Manufacturing Facility Dress Code:

- I. Safety glasses will be worn upon entry into the Manufacturing Facility. No excuses are acceptable. Sawing CNC Milling is a constant activity and dust is dangerous to vision.
- II. **Clothing in Manufacturing Lab:**
 - A. Long shirt tails (past the top of legs) are not allowed and student will have to tuck shirt tails into pants for safety.
 - B. No droopy clothes or sagging pants.
 - C. No open toed shoes are allowed in shop due to falling tools and materials. Students may store a pair of shoes on campus with Mr. Platt
 - D. All shirts, sweaters must be buttoned prior to entry into the Manufacturing lab.
 - E. Long hair must be pulled back in fixed with a scrungy or hair clip because hair could be caught up in machines.
 - F. Hoodies cannot be worn due to draw strings be caught up in machines
 - G. No caps or hats per School Board policy.
 - H. No ID badges are to be worn in Manufacturing Facility.
 - I. No ties, loose necklaces are to be worn in Manufacturing Facility.

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Manufacturing Machine Safety & Operator Test

All students will be required to learn how to safely operate each machine in the manufacturing lab. Each student will be tested on:

- Functional purpose of each machine.
- Each component of each machine.
- How to safely operate each machine.
- Demonstrate to Mr. Platt they can safely operate the machine.

The following machines students will be tested for how to safely operate:

1. Patriot CNC Router
2. Big Chief CNC Router (Currently being Fabricated)
3. CNC Micro Mill
4. CNC Micro Lathe
5. Blanco CNC Router
6. Plastic injection molder
7. SawStop Table Saw
8. Small Drill Press
9. Large Drill Press
10. Scroll Saw
11. Rigid Band Saw & Radial Arm Saw
12. Belt Sander
13. DeWalt Power Miter Box
14. MIG Welder
15. Air Power Sanders
16. Angle Grinders
17. Laser Engravers
18. Vacuum Forming Machine
19. 3D Printers
20. Torchmate/Hypertherm CNC Plasma
21. Scroll Saws
22. Various Power Tools
23. Manual tools.

These machines are very valuable to the success of the class and for each student. Proper operation and skillful use is important and will be learned. Class safety for the students and the teacher is vitally important.

***** Any purposeful misuse and misconduct in the manufacturing lab will be an immediate referral and will require a parent conference before the student is allowed back into manufacturing lab.**

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Students will be allowed to store and lock any of their work clothes and close toed shoes in the lab in a locker. They must provide their own lock. Any locker the student uses is subject to search by administration and Mr. Platt at all times. It is recommended the student has a work shirt, for painting, sanding and spraying of varnishes, paint and clear coats. As equipment is added and throughout the year, rules and policies for the design and manufacturing lab could be amended to ensure student safety. Your understanding and support of these policies are important to the success and safety of your student and the class.

Sincerely,

Richard Platt

Southeast High School

Engineering Design & Manufacturing Teacher

Please sign you understand, support and agree to these safety policies.

Student

Date

Parent

Date

**Student is required to key this policy in their Engineering Portfolio Binder