

# **CAREER DISCOVERIES FLORENCE MIDDLE SCHOOL 2008-2009**

## **CLASSROOM AND MODULE SAFETY RULES**

### **CLASSROOM SAFETY**

1. SAFETY is the first thing you should think of when you enter the classroom.
2. The student or students in the module must replace any item deliberately broken.
3. Do not sit or write on the module counter tops or walls.
4. Students who fail or refuse to follow instructions or are disruptive will not be allowed to remain in their module.
5. All areas must be clean, with everything put in its proper place, before students will be allowed to leave their module.
6. Do not adjust and/or alter any computer settings.
7. Do not enter any other computer program unless told to do so by the instructor. That includes "My Computer", "Control Panel", "Paint", and any file managers.
8. Do not write or mark on your assigned notebook, textbooks, or any of the module instructional materials.
9. Any item not reported to the instructor as missing or damaged at the beginning of the period, will be considered lost or damaged by the students in the modules and will be replaced by those students.
10. Talking will remain at a low level (whisper) at all times. During announcements there should be NO-TALKING. Points will be deducted for loud talking in both the classroom and in the lab area.
11. Students must go to the bathroom before or after class unless it is an emergency.
12. No food, gum, candy, or beverage will be consumed in the classroom or in the lab area.
13. Students are not to leave their module area, for any reason, without first getting permission from the instructor.
14. Do not attempt to print materials without first checking with the instructor.
15. Never unplug any of the computers or machines in your module area unless told to do so by the instructor.
16. Do not lean back in chairs or prop legs on counter tops and/or chairs. Also, keep feet off of the walls.

## **MODULE SAFETY**

17. Students must keep their hands and clothing away from all moving or heated parts of any machines in the lab.
18. Never wear jewelry or loose clothing around moving parts. All shirts **MUST** be tucked in (male and female).
19. Don't use any equipment unless the teacher is in the lab.
20. If a machine doesn't sound right, or if you can see that something is wrong, tell the teacher immediately.
21. Never talk to a person while he/she is operating a machine.
22. Take your time when working with tools.
23. When carrying an X-acto knife, scissors, or any pointed object, be sure the device is pointed down and away from all others.
24. When cutting with an X-acto knife or any sharp device, always cut away from your body.
25. When not cutting with an X-acto knife or any sharp device, it should be left on the tabletop and away from the edge.
26. Always wear safety glasses in required areas.
27. Notify the instructor when the blade of an X-acto knife or any sharp cutting tool becomes dull. (A dull blade is more dangerous than a sharp blade)
28. Never look into the laser beam
29. Never shine the laser beam toward another person's face and/or eyes.
30. Never attempt to open, take apart, or repair any machines in the module area without first checking with the instructor.
31. Students must keep their hands and/or objects away from electrical outlets and surge protectors.
32. All machines must come to a complete stop before attempting removal of materials.
33. If there is any doubt about how to operate any equipment ask the instructor for proper procedures. Before using any equipment, read the instructions carefully on "how to use the equipment.
34. Notify the instructor immediately when ANY injury occurs. (no matter how small the injury may be)
35. Safety starts with an attitude that says, "*I will practice all safety rules at all times.*"
36. IF you have a poor attitude about safety, you could hurt yourself, other classmates, and/or permanently disable someone.