



## AGREEMENT & EXPECTATIONS CONTRACT



- I intend to use the classroom equipment as it has been explained to me.
- I intend to use the machines as they are designed and intended to be used.
- I assume personal responsibility for my computer/drafting station and all equipment needed for this class.
- I will not hesitate to call the attention of the instructor to any misuse of the machines, or to request information and instruction on points that are not clear to me as to the proper use of the equipment.
- Computers are to be used only on assigned projects and when the instructor is in the room.
- I will respect the equipment, peers and Instructor.
- I will not use a computer unless I have been given permission to operate it by the Instructor.
- I will report any injury, however slight, to the instructor.
- I will agree to follow classroom rules, procedures, and safety items at all times as required in the class.

The student will:

1. Comply with the rules and regulations as stated in the official student handbook
2. Use only the sanctioned transportation provided by the school district unless otherwise permitted by the administration when traveling to and from the Northeast campus/Junior High campus during school hours.
3. Be in assigned seats and ready to begin class each day at the scheduled time.
4. Be prepared for the study of this subject matter with the required writing utensils, handbook, informational handouts, and classroom tools needed for completion of daily tasks.
5. Responsible for the information contained in the student handbook and course syllabus or other course requirement information given to the student for completion of tasks and other projects.
6. Successfully complete minimum standards as regards to general and personal school shop safety procedures and knowledge of safe operation of power equipment, tools, and general equipment common to the specific tasks and operations.
7. Give due respect to substitute teachers and aides when they are placed in this classroom during teacher absence. Inappropriate behaviors and disrespect toward designated teacher substitutes and assistants will result in disciplinary action being administered to the individual student(s).
8. Complete all the required assignments, projects and tasks provided by the teacher on or before the due date to receive full credit.
9. Complete his or her own work to the best of his or her own ability, to adhere to the policies proscribed by the rules set forth in regards to research using the classroom computers connected to the Internet, and to creating and printing graphic output appropriate to community and school district standards.

**Notice to Parents:** Above is the agreement & Expectations contract, which your child is expected to agree to, and abide by when using the equipment in the Applied Tech. & Design classrooms. If you understand the conditions your son or daughter has agreed to and you also agree, please respond to the link provided on the web page. Any equipment damage or loss is the responsibility of the student and parent. Please send an e-mail to me at [mjohnson@khps.org](mailto:mjohnson@khps.org) if you have any questions or concerns, include student name in the subject line.

