Wellington Catholic
District School Board

APPENDIX D

SHOP PRACTICE AGREEMENT

Shop students are reminded that a shop program is more closely related to the workplace than any other school subject. Shop work is intended to train students not only in the knowledge and care of tools and machines and in the skills of their use, but also in forming desirable work habits which will assist them in many types of work. In other words, how you do your work is as important as the product. The manner in which you work and conduct yourself is called "shop practice". It includes the following topics:

1. Tool Care: handling tools carefully, keeping them properly adjusted avoiding such practices as dropping them or laying them down carelessly; using machinery carefully and safely.

2. Technique: neatness and accuracy, avoiding awkward and careless methods of working.

3. Effort: nothing but your best is good enough; loafing and unnecessary conversations do not go unnoticed.

4. Cooperation: sharing tools and machines, taking your turn; planning your activities, assisting shop economy by avoiding waste, promptness in arriving for class and in cleaning up when signal is given.

5. Dependability: being reliable in carrying out shop duties assigned to you; checking your bench tools and equipment, reporting to the teacher any damaged or defective tools, breakages and errors in your work.

6. Safety Practices: keeping in mind safe practices and rules, a healthy respect for power machinery and respect for other students' safety.

7. Resourcefulness: learning to think for yourself, following instructions and avoiding unnecessary questions.

8. Deportment: being attentive during lessons and working quietly at your job; horseplay, loud talking, whistling and noisy conversations have no place in the shop.

9. Courtesy: politeness and good manners go a long way in getting along with people.

10. Attitude: make the best of every job and be cheerful and pleasant about it.

11. Health Problems: inform the teacher of any specific medical problems that may be aggravated by the shop environment.

My signature below indicates that I have read this Shop Practice Agreement, and that I agree with it and I will make every effort to follow each of the above safety rules.

_____	_____	_____
Student Signature	Course	Date

_____	_____
Parent/Guardian Signature	Date

** A signed copy of this agreement will be kept on file at the school.**