

Gadsden City High School – Career Tech HVAC/R Program

I. Shop Rules

1. Students must follow all rules contained in the Gadsden City Student Handbook.
2. Students must bring notebook paper and pencil/pen to class each day.
3. Students will be required to clean up the shop area on assigned basis.
4. Student will not be no horseplay or profanity in classroom or shop area.
5. Students will not be allowed to leave shop or classroom without permission from the Instructor and Hall Pass.
6. Students are not allowed in the Instructor's office without permission.
7. Students will not be allowed to wear any kind of jewelry while working in shop.
8. Students must wear safety glasses while working in shop.
9. Students will obey rules or will have referrals written.

II. Grading

1. Forty percent (40%) of your grade will be **participation**.
2. Twenty percent (20%) of your grade will be **shop work and projects**.
3. Twenty percent (20%) of your grade will be **class work and quizzes**.
4. Twenty percent (20%) of your grade will be **tests**.
5. Semester test is twenty percent (20%) of you final Semester grade.

III. Requirements

1. Shop fees are \$20.00 per term, **per block per semester**.
2. Professional organization (Skills/USA) \$20.00 **per school year**.
3. Student will be REQUIRED to present proof of health insurance.

IV. Permission of Photography

1. I understand that photographs of students in the HVACR program will be taken of work performed in shop and classroom to promote the HVACR program on program website:
gchshvac.weebly.com & twitter: [hvac@gchs](https://twitter.com/hvac@gchs)

Gadsden City High School – Career Tech FEE Payment

To Parent or Guardian,

Students attending the Gadsden City High School – Career Tech Center are required to pay instructional cost as explained in the student handbook. Your signature indicates your agreement to these conditions. Fees should be paid during the first two weeks of school. **Fees should be brought to the HVAC/R Instructor to be accounted for each class taken from that program.** If fees are not paid within the two weeks of school, the parent should contact the instructor to make arrangements for the fees to be paid.

Shop Fee	\$20.00 per class per semester
Skills/USA	<u>\$20.00 per school year</u>
Total	\$40.00

I know you want your child to be the best in his/her profession, and that can only happen if he/she is prepared and has the tools/materials to do so. **I have read and understand the above guidelines. I have also received a copy of the Gadsden City Schools Code of Conduct Handbook.**

Parent or Guardian Signature: _____

Date: _____

Parent Email address: _____

Phone number: _____

STUDENT ACCIDENT INSURANCE GADSDEN CITY HIGH SCHOOL

Student's Name

Home School

HVACR Program
Technical Area

We the undersigned parents or legal guardians of the above named student do hereby certify with out signature, that we have either school accident insurance or hospitalization insurance to cover the above named student Safety is taught, but accidents can happen that may require medical attention for your child.

This information is used by Gadsden City High School in the case of an emergency. Your signature authorizes Gadsden City High School to obtain medical assistance for the above named student. Efforts will be made to contact parents or guardians in the event of a student accident.

HOSPITAL INSURANCE – Coverage ___ Yes ___ No

SCHOOL INSURANCE – Coverage ___ Yes ___ No

Home Address _____

Telephone: Home _____ Work _____

Family Doctor _____ Doctor's Telephone _____

Doctor's Address _____

SPECIAL NOTE

All students enrolled at GCHS are encouraged to have school insurance coverage, especially those students not covered under a family medical insurance plan. Parents or guardians of students with no medical or accident insurance will be expected to pay for services rendered by the appropriate persons or institutions that give attention or treatment to a particular student.

Name of Insurance Company

Policy Number

STUDENT SAFETY PLEDGE

_____, who is enrolled in HVAC Technology program will, as a part of the shop experience, operate machines and equipment, providing that his/her parent or guardian gives written permission.

It is understood that each student will be given proper instruction, both in the use of the equipment and in correct safety procedures concerning it, being allowed to operate it alone. The student must assume responsibility for following safe practices, and we therefore ask that the student subscribe to the following safety pledge.

- 1. I PROMISE TO FOLLOW ALL SAFETY RULES FOR THE SHOP.**
- 2. I PROMISE NEVER TO USE A MACHINE WITHOUT FIRST HAVING PERMISSION FORM THE INSTRUCTOR.**
- 3. I WILL NOT ASK PERMISSION TO USE A PARTICULAR MACHINE UNLESS I HAVE BEEN INSTRUCTED IN ITS USE AND HAVE MADE 100% ON THE SAFETY TEST FOR THAT MACHINE.**
- 4. I WILL REPORT ANY ACCIDENT OR INJURY TO THE TEACHER IMMEDIATELY.**

STUDENT SIGNATURE: _____

I hereby give my consent to allow my son or daughter to operate all machines and equipment necessary in carrying out the requirements of the course in which he/she is enrolled.

PARENT SIGNATURE: _____ **Date:** _____