|  |  East Brunswick Magnet School**H.V.A.C.****William Evans****evansw@mcmsnj.net** |  |
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| COURSE **DESCRIPTION** | Here in the HVAC shop, students will be introduced to the world of HVAC through a mix of hands-on and classroom instruction exploration of the trade. Students will learn the basic skills of the trade including installing, servicing, and maintaining HVAC equipment. All grade levels start off by being introduced to the safety procedures and rules of the shop. The entering classes always start off with proper introduction to the HVAC trade and what it entails followed by extensive safety training and OSHA-10 certification. The students are then introduced to electrical and is covered thoroughly throughout the first year. Students returning for their second year tackle the hardest year of the entire course. Second year students learn all about the refrigeration cycle, different types of air conditioning units, and take two different certifications tests which are standard in our trade, EPA-608 and R-410a safety certifications. Third year students focus on the heating aspect of both forced hot air and hydronic systems. In the final year students hone and refine the basic skills and are introduced to real world situations and scenarios to help prepare them for careers in the HVAC trade after graduation.  |
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| **SHOP SAFETY DRESS CODE** | All students are expected to wear shop appropriate attire for safety. Failure to meet this code will result in a loss of credit for safety and performance grade, Student’s will also be assigned a written assignment and be graded separately. Appropriate work wear includes:* Work boots with ankle support (No sneakers, Crocs, Slides etc.)
* Jeans or work pants (No shorts, sweat pants, pajama pants)
* Neat t-shirt or long sleeve shirt (No loose or baggy clothing)
* Sweat shirts are allowed (Hoodie strings must be tucked or removed)
* No type of extra clothing that could hinder movement
* No jewelry no exceptions (Catch, slip, and snag hazard)
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| **REQUIRED****SUPPLIES** | Students are expected to bring the required supplies to class each day:* Writing utensils (Sharpened Pencil, Sharpie, Highlighter)
* A 3-Ring Binder with 5 Tab Dividers
* Safety glasses and work gloves

Locker, organization, and notes will be inspected at the change of every marking period or more often if needed. |
| **GRADING** | Shop Performance & Tests: 20% Daily Cleaning 15%Quizzes, Do Nows, Exit Forms, Edpuzzles, & Other Assignments 15% Shop Safety 50% (One Safety Grade per Marking Period) |
| **GRADING** **SCALE** | A+ 100-98 A 97-92A- 91-90 | B+ 89-87 B 86-82B- 81-80 | C+ 79-77C 76-72C- 71-70 | D 69-65F 64 and below |
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| **CLASSROOM RULES** | * SAFETY FIRST not Safety Third, The job can wait till tomorrow. Be AWAKE AND ALERT. Situational Awareness is not only about self defense, be aware of where you are working and where others are working. “Heads up” means move out the way
* Safety Glasses, Boots, and appropriate work wear must be worn at all times in the shop: Failure to do so will result in loss of credit and a written assignment.
* Appropriate work wear should be worn at all times, no loose clothing or jewelry that could be caught in machinery. Long hair should be properly secured so it doesn’t get caught in tools or machinery.
* No cellphones, Headphones, or other electronic devices are allowed in the classroom. They are to be left in your bag or the lock up. It is against school policy to use your phones in school. Use of electronic devices will be considered a safety violation.
* Lifting: Whenever lifting heavy objects use appropriate lifting posture, use your knees, back straight, and keep the object close to you. If the object is too heavy for you ask for assistance, do not attempt to lift it on your own.
* Ladders: All ladder safety requirements are to be followed. Use the correct size ladder, Always carry the ladder straight up and down while minding overhead obstructions, NEVER stand on the top of the ladder (it is not a step), 2 people must carry ladders over 10ft together, position the ladder correctly on the ground, and always maintain three points of contact while climbing.
* Tools: Do Not Misuse tools! use them as intended. If you are not trained on a specific tool or machine DO NOT attempt to use it on your own. Inspect tools before they are used, If any are broken, missing or have loose parts report them do not put them back. When using power tools make sure your project is properly secured before begging.
* Vises: DO NOT OVERTIGHTEN VISES. The vises are not toys, do not play with the handles. Keep hands and other body parts out of the vise jaws. When not in use they should be left in the almost closed position.
* Hall passes: There is only one hall pass only one student may be out at a time unless it is an emergency.
* Hearing Protection: Hearing protection will be worn when necessary and will be supplied by the instructor when required.
* Injuries: Report all Injuries to your instructor and how they happened, Keep fingers away from sharp edges of tools and any unnecessary sharp edges should be reported to the instructor. Keep your hands to yourself and DO NOT run in the shop to avoid unnecessary injuries.
* Respect: Disruptive and disrespectful behavior either towards the instructor or each other will not be tolerated and will be dealt with swiftly and accordingly. ANY FIGHTING in the SHOP or OUTSIDE of the shop will also not be tolerated. Disrespect towards other teachers in or outside of the shop will not be tolerated and will be dealt with accordingly.
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 **CONSEQUENCES FOR POOR DECISION MAKING**

Routine discipline problems will be handled using the following progressive consequences:

* First Time - Written warning and written assignment.
* Second Time - Referral to counselor, call home, and Official school write up.
* Third time - Call home, 2nd official school write up, and a meeting with administration.

 Refer to East Brunswick Magnet school handbook for further possible consequences.

 **MAKEUP WORK/ LATE WORK:**

Make up work will be assigned to students who are out for an extended period of time and will be assigned a complete date. Any late work will be treated as such: one day late 10 points will be removed, 20 points for two days late, anything later than three days late will not be accepted and will result in a zero.

 **ELECTRONIC DEVICE POLICY:**

Electronic devices, including headphones are not allowed to be used during shop class under any circumstances unless advance permission from the teacher is given. In the event of an emergency the parent is to contact the school not the student directly. They are a distraction to the student using them and can be a distraction to the students around them. These distractions can be dangerous in the working environment when using power tools, torches, and machinery. If a student is spotted using their phone during work, they will receive a warning. The second time, it will be confiscated by the teacher for the remainder of shop class. A phone call home will be made at this point. Students are expected to put their phones on silent and into their assigned locker in the shop class. The student is responsible for any valuables put into their lockers and locking the locker. The teacher is not responsible for any items that become lost or stolen. The lockers DO NOT properly lock when closed

**HVAC PRIDE SAFETY POLICY:**

In the HVAC shop safety is not taken lightly, while listed above the students are required to follow a safety dress code students are also required to wear safety glasses or goggles at all times. Throughout the HVAC course there are other tasks that require additional PPE that the students will be required to wear and provided as needed. Gloves are highly recommended but only required while working with sheet metal or other sharp objects, the reasoning for this is gloves can hinder a students dexterity with unfamiliar tools or tasks and increase the risk of accidents or injury. Phones, headphones, earbuds and other electronic devices of the like are considered safety hazards and treated as such. Safety in the HVAC shop does account towards a student's grade and all students are expected to work safely. If a student fails to work safely in a shop it will affect their grade negatively and harshly. Continued safety offenses by a student can result in loss of shop privileges entirely.

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**PLEASE RETURN THE NEXT PAGE
WITH SIGNATURE BY MONDAY, 9/11/2023**

|  | East Brunswick Magnet School**H.V.A.C.****William Evans****evansw@mcmsnj.net**  |  |
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I have read and understood the course policies and expectations, including the **electronic device policy**.

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print student name

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student signature date

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parent/guardian signature date

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parent email

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parent phone number

Which form of communication is preferred (circle one or both): Email Phone