**Student Handbook**

The Student Handbook is designed to make the transition into a career and technical school environment as smooth as possible. The student handbook and policies and procedures of Trailblazer Early College and Career Academy have been reviewed in each program. An electronic version of the handbook can be found on the Trailblazer Early College and Career Academy website at <http://www.trailblazeracademy.org>, with hard copies available upon request. If you would like additional information, an interview with the principal can easily be arranged by called the school.

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| Parent/Legal  Guardian Signature: |  | Date: |  |

**Classroom Shop/Safety**

I have completed the **Safety Orientation** for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program, and certify that I understand all the safety regulations pertaining to it. This orientation included the physical and chemical dangers (cleaners, paints, thinners, solvents, etc.) to which I may be exposed while in this shop/classroom as required by the Hazardous Communication Standard; power tool and equipment safety; and general classroom/shop safety. I also understand that I am now under a DIRECT ORDER not to use ANY tools and/or chemicals until and unless the instructor has given permission. I have also been told that to use such tools and/or chemicals without permission will result in disciplinary action.

I have received the training in the following:

\_\_\_\_ The location of the Hazardous Chemical list and MSDS sheets in my classroom/shop area.

\_\_\_\_ How to find and use the corresponding MSDS sheets from the hazardous chemical list as part of my safety orientation or in the event of an accident.

\_\_\_\_ I have been instructed on the safe and proper use of the items found on the chemical list in my shop/area/classroom.

\_\_\_\_ I know the location of, and have instruction in the safe use of the required personal protective equipment (PPE) for the items listed on the chemical list as well as any tools/equipment.

\_\_\_\_ I have informed my parents about the hazardous communication program, and informed them that the program is available for their scrutiny upon appointment.

\_\_\_\_ I have been shown the location of all fire extinguishers in or near the shop and shown how to use each type.

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| Student Name (Please Print): | |  | | |
| Student Signature: |  | | Date: |  |

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**Student – Statement of Safety Instruction**

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| --- | --- | --- | --- |
| School: | Trailblazer Early College and Career Academy | Program: |  |

I have read the safety instructions regarding the operation of the following power-driven machines and related devices in my instructional program. I fully understand the importance of the rules and regulations, and I am aware that the violation of any one of them is likely to cause injury to myself and/or others.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has demonstrated to me the proper method of using each machine/device listed on this safety record, and has pointed out the dangers of violating any of the safety instructions. He/she has taught me how to avoid injury by observing the safety instructions and using the machines properly.

I have demonstrated my ability to use each of the machines listed below in the presence of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I understand how to avoid injury through the proper use of the machines. I am confident that I can operate these machines without injury to others or myself. I have passed the written test(s) covering the material related to these machines or devices. The results of each test are recorded in my permanent record.

I hereby promise to observe the safety instruction and to follow the instruction given in demonstrations.

I have read the above statements and I realize that my signature is proof that I have fulfilled all the requirements mentioned.

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| --- | --- | --- | --- |
| Instructor’s Signature: |  | Date: |  |
| Student’s Signature: |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| List of Equipment, Machines, Devices | | | | |
| Type of Equipment, Machine, Device | Date |  | Type of Equipment, Machine, Device | Date |
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**NOTE: File in Student’s Permanent Record Along with Copies of Written Safety Tests.**

Equal Education and Employment Opportunities M/F/D

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | Date: |  |

TRUE OR FALSE: If the statement is true, place a T on the line before the statement. If the statement is false, pace an F on the line before the statement.

\_\_\_\_1. Safety glasses shall be worn when operating any equipment and/or using chemicals that require eye protection.

\_\_\_\_ 2. Loose and flowing clothing and/or dangling jewelry supported by loose chains, strings, or wires should be worn in shops equipped with moving power equipment.

\_\_\_\_ 3. No shirts or blouses that reveal the midriff are allowed.

\_\_\_\_ 4. I am allowed to drive to the Trailblazer Early College and Career Academy without obtaining a parking permit.

\_\_\_\_ 5. Cell phones are allowed to be used in the classroom.

FILL-IN-THE-BLANK

6. Students may be required to purchased \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ required in some training programs.

7. The use of lewd, profane or vulgar language is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

8. High school students signing out to leave Trailblazer Early College and Career Academy will only be allowed to leave after being checked out at their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in restrooms is strictly prohibited.

10. Student who fail to maintain acceptable standards of conduct may be required to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ their training.

11. Students are not to leave their assigned area and/or school without notifying their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

12. Students with prior permission to drive are not permitted to transport other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.