

# ZERO TOLERANCE CLASSROOM & SHOP POLICY

*Class of 2027 | Effective First Day of Program*

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## ZERO TOLERANCE MEANS ZERO EXCEPTIONS

The rules in this document are not guidelines — they are requirements.

Violations are addressed immediately, every time, without negotiation.

The machine shop is a professional environment. Safety is non-negotiable.

## Purpose & Philosophy

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The Precision Machining shop is an industrial training environment that mirrors real-world manufacturing workplaces. Unlike a traditional classroom, the shop contains rotating machinery, sharp tooling, heavy workpieces, and powered equipment capable of causing serious injury or death if safety rules are disregarded.

This policy exists to protect YOU and everyone around you. Every rule listed in this document is rooted in industry safety standards, OSHA regulations, and common-sense shop practice. These are not arbitrary restrictions - they are the same expectations you will face on Day 1 of employment at any manufacturing facility in Pennsylvania and beyond.

Zero tolerance means that there is no grace period, no first warning for certain violations, and no exceptions based on forgetfulness or inconvenience. Students who cannot meet these expectations place themselves and others at risk and will be addressed accordingly.

## Cell Phone Policy

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Cell phones are a serious distraction and a safety hazard in a machine shop environment. A student distracted by a phone near operating machinery is a student at risk of injury.

### Phone Storage Requirement:

- All cell phones must be secured in the designated phone cubby within 15 minutes of student arrival.
- "Secured" means the phone is physically placed inside the cubby - not on your desk, in your pocket, or in your bag.
- Once secured, phones are to remain in the cubby until the end of the program day (2:35 PM) unless the instructor grants explicit permission.
- Smart watches used for communication must also be stored or disabled during program hours.

### Consequences for Non-Compliance:

- Failure to secure your phone within 15 minutes of arrival will result in daily score point deductions.
- A phone visible, audible, or in use in the shop or classroom after the 15-minute window will result in immediate confiscation and a disciplinary write-up.
- Repeated violations will be escalated to administration and may result in parent/guardian contact, suspension from the program, or removal.
- Emergencies: If you are expecting an urgent communication, notify your instructor before class begins. Arrangements can be made through the school office.

**Phones out in the shop = automatic write-up. No exceptions.**

## Personal Electronics & Earbuds

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No personal electronic devices other than your cell phone (which must be stored) are permitted in the program area without explicit instructor authorization.

### Prohibited Devices Include:

- Earbuds, AirPods, headphones, or any audio device worn in or over the ears
- Personal laptops, tablets, or Chromebooks from home
- Portable gaming devices or any non-school-issued electronic equipment

Earbuds and headphones are prohibited because the ability to hear your environment is a critical safety skill in a machine shop. You must be able to hear machinery, alarms, verbal warnings from peers, and instructor direction at all times.

Personal laptops are not permitted. School-issued or program devices will be available when computer access is required for instruction.

### Consequences:

- Earbuds or headphones observed in or around the ears during program time will be confiscated and a score deduction applied.
- Personal laptops or unauthorized devices will be removed from the area. Repeated violations result in disciplinary action.

## Jewelry & Personal Accessories

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Jewelry and dangling accessories are one of the most common causes of entanglement injuries in machining environments. Rotating spindles, chucks, and tooling can catch a ring, necklace, or bracelet in a fraction of a second — with catastrophic results. This is not an exaggeration. This policy saves lives.

### Prohibited in the Shop and Lab Area:

- Rings of any kind (including class rings, wedding bands, and fashion rings)
- Necklaces, chains, or pendants
- Bracelets, bangles, or wristbands (rubber bracelets included)
- Dangling or hoop earrings — small stud earrings may be permitted at the instructor's discretion
- Lanyards worn around the neck or hanging from pockets — remove and store before entering the shop
- Any other accessory that hangs, dangles, or extends beyond the body in a way that could be caught by machinery

If you wear jewelry for religious, cultural, or medical reasons, speak with your instructor privately before your first day in the shop. Accommodations will be made on a case-by-case basis in alignment with CTC policy.

### Consequences:

- Students observed wearing prohibited jewelry or accessories in the shop will be required to remove them immediately.
- Score deductions will be applied. Refusal to comply or repeated violations will result in removal from the shop area and a disciplinary write-up.

## Clothing, Hair & Personal Appearance in the Shop

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What you wear and how you present yourself in the shop is directly tied to your safety. Loose clothing, unsecured hair, and dangling items are all entanglement hazards. The following requirements apply every single day.

### Hair:

- Long hair (hair that reaches or approaches collar length) must be fully tied back and secured before entering the shop area.
- Hair ties, bands, or caps must keep hair from falling forward over machinery or workpieces.
- Hair nets may be required for certain operations at the instructor's direction.

### Sleeves & Clothing:

- Long sleeves must be rolled up tightly above the elbow before operating any machinery.
- Loose, baggy, or oversized clothing is not appropriate for the shop — it must be secured or changed.
- Clothing with frayed edges, hanging drawstrings, or open cuffs that could catch on tooling is not permitted in the shop area.
- Open-toed shoes or sandals are never permitted — closed-toe leather or sturdy footwear is required.

### Lanyards & Pocket Items:

- Lanyards must be removed from around the neck and from pockets before entering the shop.
- Nothing should be hanging from belt loops, pockets, or bags that could swing near rotating machinery.
- ID badges must be tucked inside the shirt or removed while operating equipment.

### Consequences:

- Students who enter the shop without meeting appearance and clothing requirements will be stopped before they reach any equipment.
- Score deductions apply for each violation. The instructor reserves the right to remove a student from the shop until they are in compliance.

**The machine does not care if it was an accident.**  
Entanglement injuries happen in seconds.  
Hair back. Sleeves up. Nothing dangling. Every day. No exceptions.

## Consequence Structure

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The following consequence framework applies to violations of this Zero Tolerance Policy. Some violations carry immediate consequences regardless of whether it is a first offense.

### Daily Score Point Deductions:

- Phone not secured within 15 minutes of arrival
- Uniform non-compliance upon entry
- Jewelry or prohibited accessories worn in the shop
- Earbuds or unauthorized electronics in use
- Clothing/hair/lanyard violations at the start of the day
- Failure to follow Daily Score Rubric

**Immediate Disciplinary Write-Up (in addition to score deduction):**

- Phone visible, in use, or audible in the shop after the 15-minute window
- Refusal to comply with a direct instructor safety directive
- Second or subsequent violation of any zero-tolerance item within a grading period

**Escalated Consequences:**

- Three or more write-ups in a grading period may result in removal from the program for the remainder of that marking period
- Conduct that jeopardizes the safety of other students may result in immediate removal and referral to administration
- Co-Op eligibility will be revoked for students with unresolved conduct or safety violations

**Student & Parent/Guardian Acknowledgement**

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By signing below, the student and parent/guardian acknowledge that they have read, understand, and agree to comply with the Zero Tolerance Classroom & Shop Policy for the Lancaster CTC Precision Machining Program. Students who cannot commit to these expectations should speak with their counselor about program placement before the first day.

**Student Name (Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_