

Welding Shop Policies

2017-2018



Parent/Guardian/Student: Please read the following policies, these cover what each student is responsible for, to complete the welding program. Please complete and **sign both front and back** and return this page to verify that you have read, understand and agree to abide by these policies. Please keep the rest of the pages, they are for your reference.

If you have any questions please contact Frank Rupp at 570-544-4748 or email me at ruppf@stcenters.org

Parent/Guardian Signature: _____

Parent/Guardian Print Name: _____

Do you have access to internet (school web site)? _____

<http://www.stcenters.org>

Contact phone # _____

E-Mail _____

Student Signature: _____

Student Print Name: _____

WELDING TECHNOLOGY STUDENT CONTRACT

As I prepare for a career in the welding and fabrication field I realize rules, policies and specific procedures must be followed to ensure a safe and productive environment.

I have read and understand all shop policies. I understand any infractions will result in immediate reprimand, such as a verbal warning, loss of Work Ethic points, writing assignment, office referral, a call home or in severe cases removal from the welding program.

I also understand to succeed in a rewarding welding career I must meet specific classroom expectations, this includes: being respectful to others, completing all of the required assignments on my own and participating in class discussions.

I further understand that my actions may affect future job recommendations in the welding field.

☐ **YES** I can follow all procedures and rules and meet all expectations and will remain in the welding program.

Student Signature _____ **Date** _____

Parent/Guardian Signature: _____ **Date** _____

☐ **NO** I realize this class demands a high level of maturity and hard work. I would like to be removed from the Welding Technology Program.

Student Signature _____ **Date** _____

Parent/Guardian Signature: _____ **Date** _____

Welding Shop Policies

2017-2018



Name_____

Grading Policy

The Welding grades are calculated with the following formula:

40% Skill performance- Assessments of hands on performance

30% Knowledge- Test, Quizzes, notebooks, written assignments, student portfolio assignments

30% Work Ethic- Safety, punctuality, preparedness, attendance, attitude, ambition, team work, motivation, honesty, reliability, cooperation and time on task.

This is based on a daily point system consisting of a total of 10 grading points.

***ALL** students start the day with 8 points, this will be adjusted up or down*

reflecting the students' work ethic that day.

NOTE: Several knowledge grades will also be calculated as a final POS task and SENSE welding grade.

Homework

When homework is given it is due on the day specified by the instructor. Half credit will be given for late assignments. After review of the assignment or **2** days, whichever comes first, the assignment receives a "0". The student is still responsible for the information with **2 work ethic points being deducted daily** and must remain in the classroom until the assignment is received. Students are not to be working on homework during shop time unless permission is received from the instructor. **NO EXCEPTIONS**

Make up work

IF A STUDENT IS ABSENT AN EXCUSE MUST BE GIVEN TO THE OFFICE WITH IN 3 DAYS OF YOUR RETURN TO SCHOOL (Please see student handbook for attendance policies). If a student is absent he/she will receive a "0" for a work ethic grade. **HOWEVER, STUDENTS CAN MAKE UP THIS WORK AT HOME.**

The procedure for making up practical work is:

1. Upon return to school it is the students' responsibility to ask instructor for make up work. This is to be done between 8:00 a.m. and 8:30 a.m. or 2:00 p.m. and 2:30 p.m.
2. The student must complete the assignment and hand it in to the instructor on or before the due date. (the student is allowed one day to make up assignments per day(s) missed.)
3. Student will then be given credit for the assignment. Unexcused absences can not be made up.

Student Portfolios

Each student is required to complete a student portfolio. Students are required to purchase a black 2 or 3 inch 3-ring binder, sheet protectors and flash drive.

Daily Record Keeping

To fulfill POS Task 101 and SENSE welding requirements, students are required to keep a **daily record** of their activities performed in shop area as well as the classroom. The student's log book will be turned in weekly for a homework grade as well as an over-all task completion grade. Periodically there will be a Log Book Pop Quiz to assess daily activities. The quiz criteria are as follows:

Followed verbal directions	30 points
Neatness	40 points
Correct Detail	30 points

Daily Housekeeping

To fulfill POS Task 102 and SENSE welding requirements, students will be assigned a daily housekeeping job. The student will be responsible for completing their duties correctly. Their performance will be evaluated as a weekly classroom assignment grade as well as an over all task completion grade.

Following Instructions

Throughout the semester students will receive various verbal and written instructions. To fulfill POS task 103 & 104 and SENSE welding requirements the student will be evaluated on their ability to follow these instructions. This will be graded as part of their work ethic grade as well as a final task completion grade.

Student of the Month

The criterion for selecting the "Student of the Month" is as follows:

- | | |
|---------------|---------------|
| 1. Attendance | 3. Grades |
| 2. Attitude | 4. Work ethic |

Senior Awards

In order to be considered for a Senior Award students must:

1. have an average attendance of 93% or better
2. not have any disciplinary action for their senior year

Nurse

The school nurse is provided for illness or injuries that occur during the school day. Injuries and illness that occurred outside school hours must be addressed before entering the classroom.

Standards of Dress

As a **SAFETY REQUIREMENT**, proper clothing is required in order to participate in shop activities. If a student forgets his/her proper clothing or if the clothing possesses a safety hazard they will receive a “0” for the day and be given an alternative assignment. The student will not be allowed to return to the shop until the assignment is complete to the satisfaction of the instructor.

Proper clothing consists of steel tip boots, cotton or denim pants, cotton hat, fire retardant coat, and safety glasses. Students who wear unacceptable clothing will be given a “0” for the day.

Unacceptable uniforms:

- Pants made of materials other than cotton

- Pants that are: **Torn, Ripped or Frayed**

- Pants that do not rest around waist

- Pant legs that drag on the ground

- T-Shirts with low cut V-Neck, offensive inscriptions or illustrations

Hooded sweatshirts are not permitted in the shop area.

Level one welding students **must use** a standard fixed lens welding helmet.

Level two and three students may use auto darkening welding helmets. (for welding only, face shields must be used when cutting and grinding)

Purchasing Personal Equipment

Students are not permitted to use personal hand tools

Ex. Chipping hammers Wire brushes, Welding pliers, and Wire cutters

Welding helmets may be purchased by the student, however please keep in mind; lower quality (less expensive) helmets are not meant for everyday use and will not hold up to the amount of welding done in class. Also the student is responsible for any replaceable parts that may be needed for their personal helmet.

Students will receive a discount at Praxair which is located at 2937 Pottsville-Minersville Hwy, Minersville

Shop equipment that needs to be purchased by the student:

- Steel tip leather work boots, Welding gloves, Welding hat, Work gloves

Any shop tools that are damaged from misuse.

Classroom supplies needed by the student:

- Two- 3 ring binders (1- three inch minimum and 1- one inch) (notebook & portfolio), Sheet protectors, Notebook dividers, and Flash drive.

Students are responsible for their own pencil or pen, these **WILL NOT** be provided, if student comes unprepared **3 points** will be deducted off their work ethic grade and they will be required to make up any missed work.

Lockers

Each student will be assigned a locker. It is the students' responsibility to purchase a **combination lock** and give the combination to the instructor within the first three days of the semester. Any locks that are found on lockers that have not been approved by the instructor will be removed. All personal and school items must be stored inside the locker and **LOCKED** at all times.

Points will be deducted from the work ethic grade for unlocked lockers.

Notebooks

Each student is responsible for maintaining a 3 ring binder that will be graded at the end of each marking period. Evaluation criteria is below:

30 possible points = Neatness

All items are neatly secured in note book (10 points)

All notes are legible and easy to follow (10 points)

Note book is separated into the sections pertaining to each theory lesson. (10 points)

20 possible points = Quality and thoroughness of notes

All learning guides and All notes (10 points)

All NOCTI questions (10 points)

50 Total Possible Points

****If the note book is turned in late 5 points will be deducted from the overall grade for each day late. After 2 days the student will receive a "0".**

Notebooks will be collected and graded towards the end of each marking period and will count as part of the theory grade.

Cell phones/Head phones

Cell phone are not permitted in the class room or shop. They must be kept locked in lockers until dismissal.

1st Offence - Referred to office

Food and Drinks

As per school policy food and drinks will only be allowed in the cafeteria. There will be no food or drinks allowed in shop area

Bathroom Use

Bathroom privileges are provided as a necessary convenience, if students need to use the bathroom more than twice a day or for time exceeding ten minutes they will be required to see the nurse upon returning and provide a doctors excuse for the future.

Welding Shop Rules

Students must stay in assigned area working on assigned task

Must sign/in and sign/out of welding booths

No foul or abusive language

Keep your hands to yourself

Computers are not to be used without permission

Desks must be cleaned off and all belongings must be kept in **LOCKED** lockers at all times

No shop material (metal, electrodes, etc.) without instructor's permission

No headphones or cell phones permitted

No food or drinks are permitted in the shop

No unauthorized or untrained equipment use

Students must follow school and shop rules/policies

Mezzanine is not to be used without permission

Must sign-out when leaving the shop and sign-in when returning

Must be in classroom by 8:15 am or you will be considered late

Remember personal hygiene

Respect others

1st offense- warning

2nd offense- written warning

3rd offense- written policy assignment, parents called

4th offense- referred to office

Welding Shop Ethics

1. Hot material must be marked "HOT" and include the time and date.
2. Material or weldments are not to be tacked or welded to set up plates or work benches.
3. Electrode stubs are not to exceed 1 ½ inches in length.
4. Ten electrodes are issued when ten stubs are turned in.
5. Cans are to be used for electrode stubs not the floor.
6. If you make the mess you clean the mess.

Welding Shop Environment

Students are being trained to work in the welding industry. Shop time is treated as an industry environment. Students are to be working on their assigned tasks at all times. Anytime they are found to be walking around, talking, wasting time or not working on their assigned task 2 points will be deducted from their work ethic grade for each time noted.

Safety Rules

Safety glasses, ear plugs and welding attire must be worn in shop at all times.

Gloves must be worn when handling material.

All job specific PPE must be worn.

All equipment specific safety rules must be followed.

Only equipment the student is signed off/on may be used.

Welders must be turned off when not in use.

Welding machine setting must not be changed on other student's equipment.

Welders must be turned of when not in use

Leather welding coats must be worn when welding out of position.

No horseplay or pranks in the shop.

What happens if the rules are broken?

	1 st offense	2 nd offense	3 rd offense	4 th offense	5 th offense	6 th offense
Level 1	Verbal Warning	Written Warning WE=2pts	Writing assignment Call home W.E.=4pts.	Retake safety test & required homework W.E.=6pts.	Office notified W.E.=8pts.	suspension
Level 2	Written Warning WE=2pts	Writing assignment Call home W.E.=4pts	Retake safety test and required homework W.E.=6pts.	Office notified W.E.=8pts.	suspension	
Level 3	Writing assignment Call home W.E.=4pts	Retake safety test and required homework W.E.=6pts.	Office notified W.E.=8pts.	suspension		

Level 1- ex. PPE violation

Level 2- ex. Equipment policy violation

Level 3- ex. Horseplay/Deliberate safety violation

Must sign written warning before shop privileges are restored- will receive a 0 until signed

Must complete written assignment in specific time and manner before shop privileges are restored- after time limit has expired student will receive a 0 until completed