

August 16, 2017

Parent/Guardian,

As we start the 2017-2018 school year, I just wanted to send out my lab rules and guidelines. We will have a busy year full of projects and welding procedures. We will be adding a few things to our program that I will hope makes a better experience for your child.

If you are receiving this information, then your students enrolled in an Ag Mechanics / Welding course. For many students, Ag. Mech. / Welding courses can be some of the most enjoyable and educational courses they take during high school. We take pride in providing students with the opportunity to develop real-world skills in dealing with welding/metal fabrication in a real-world work environment. The HHS Agriculture Science Department is fortunate to have state-of-the-art facilities for working and learning, and we are excited that your student will have access to those facilities. Much of the Ag Mech. / Welding curriculum is taught experientially, meaning that we learn by doing! Students will spend a majority of their class time working with their hands, learning new processes, and developing skills in both the Agriculture Mechanics and Welding labs. Since the lab setting is a unique place to learn, it requires some policies and rules that normally do not apply in the average high school classroom.

With that said, the Agriculture Science teachers would like to share the attached information with you concerning the Agriculture Mechanics/Welding labs. You will find information related to expectations, safety, appropriate clothing, rules, building projects, and even policies regarding classroom/lab management and course grades. Please take a few minutes to carefully read this information and consider any questions that you might have. Please sign and date the Agriculture Mechanics student/parent/teacher agreement at the back of this packet and return it to your Welding teacher by Thursday, August 25<sup>th</sup>. It is critical for everyone to be on the same page to ensure a safe and productive learning environment in our Agriculture Mechanics Program.

Attached you will notice a grading rubric that will be done for an academic practice grade (daily) in the welding lab. This will be in addition to any projects, academic achievement (major) grades or academic practice grades (daily).

Upon receipt of the signed form, your child will receive a grade of 100.

Beginning this year the Welding / Advanced Welding program has implemented a \$25.00 fee for certifications. This will insure that each student will have his or her first American Welding Society Certification paid for. Certifications are completed at the end of each semester.

Please let the instructor know, immediately, of any known hardships that may prevent the student from paying for the certification by Sept. 25, 2017.

Sincerely,

Huntsville High School Welding Instructor,

Jeff Sockwell

# Personal Protective Equipment (PPE) and Safety Guidelines

## What do I need to wear while working in the Ag. Mech./Welding Lab?

### What must I provide? What will the school provide?

#### Long Pants

Preferably denim jeans with no holes or frays. Pants cannot be made of synthetic fabrics such as polyester, nylon or spandex. These materials are very flammable and will adhere to the skin if they become too hot. Pants must fit appropriately and sit at the waist; loose or baggy pants can be very dangerous around the machinery and tools we use in the lab each day. **You provide these.**

#### Long Sleeve Shirt

Your shirt needs to be made of cotton. Synthetic fabrics (Yes, this includes Under Armor) can be dangerous and should not be worn in the lab. Sleeves must be full length when welding. Shirt tails that are too long must remain tucked in at all times. **You provide your own shirt(s).**

#### Close-Toed Shoes

All shoes worn in the Ag. Mech. / Welding labs will be closed toed to avoid injuries to the feet. Preferably you should wear a leather work boot or work shoe with a rubber sole. A steel or safety toe is not required but is recommended. Flip flops, Crocs, or sandals of any kind are forbidden in the lab. Tennis Shoes are permissible if they are in good condition, but may become dirty/burned while working in the lab (i.e. don't bring your brand new Nike's up here). **You provide your own footwear.**

#### Gloves

Appropriate gloves will be worn while welding to protect the hands from being burned. Leather gauntlet-style welding gloves are the ONLY gloves appropriate for welding. Other "multi-purpose" gloves may be used to protect the hands while performing other activities in the shop, but are not to be used while welding. **Welding gloves will be provided by the school, but it is recommended that you bring you own to ensure proper fit and comfort.**

#### Safety Glasses

OSHA approved Z87 safety glasses with side shields ABSOLUTELY MUST BE WORN at all times while in the lab. There is no exception to this rule. If you already wear glasses, then you must wear modified safety glasses over your regular eye glasses. **THE SCHOOL WILL PROVIDE SAFETY GLASSES FOR THE WELDING LAB.** You are more than welcome to purchase your own safety glasses to ensure proper fit and comfort if you wish, but they must meet OSHA Z87 standards. **Safety glasses lenses are to be clear, not shaded.**

\*If any other personal protective equipment is needed, it will be provided by the school. This might include but is not limited to ear plugs, face shields, leather aprons, masks, and cutting glasses or goggles.

## Classroom/Lab Expectations & Grading Policy

- Time will be allotted at the beginning and the end of the class period no more than 10 minutes to change and clean up.
- All students **WILL** dress appropriately for working in the Ag. Mechanics/Welding labs each day. The above mentioned PPE and safety guidelines provide clear expectations for safety wear while in the shop. In addition to this, students will also be expected to abide by the following rules:
  - All long hair must be kept up, out of the face and in a ponytail
  - Jewelry is not allowed to be worn in the shop (this includes but is not limited to: rings, necklaces, bracelets, large hoop earrings and facial piercings)
  - Welding caps are the only approved cap that can be worn in the Welding Shop.
- Use of any sort of tobacco product in the Ag. Mechanics/Welding labs is strictly prohibited.
- Food items are not allowed in the lab area unless permission is given by the instructor. Drinks however; will be permissible given that the student places the empty cup/bottle in a trash can and trash is not left around the shop. This is a privilege that can easily be taken away.
- Before going into the lab to work, students will be required to take a safety test. Only those students who score 100% on the safety test will be allowed to work in the shop. Students will have multiple opportunities to achieve a score of 100% if needed.
- Violations of safety rules/procedures will not be tolerated. Safety violations may result in temporary or permanent removal from working in the Ag. Mechanics / Welding lab and may be regarded as a discipline issue to be handled by the HHS administration.
- A safe productive work environment is the responsibility of everyone in the Ag. Mechanics/Welding lab. If you follow the rules and obey safety procedures, you are protecting everyone in the class and ensuring a productive class period.
- It will be the responsibility of everyone to help clean up and keep the Ag. Mechanics/Welding labs in order. Even if you are not the one responsible for the mess, you are still expected to help clean it up. A clean shop is a safe, productive shop.
- Students are expected to work the ENTIRE class period. If a student completes a project/assignment before the end of the period, he/she will be responsible for cleaning the shop/equipment, picking up tools, assisting with another student if needed. No one is to return to the classroom early.
- Grades will be assigned and assessed on an individualized basis. Each student will be assigned a grade based on their work ethic, attitude, safe work practices, productivity, and ability to master certain skills. Grades will not be blanketed across the class based solely on participation.
- Students will be expected to put forth maximum effort each day.
- A safety grade will be recorded no less than once each week and possibly twice each week depending on the amount of work taking place in the lab area. Students will be expected to follow safety guidelines 100% of the time.

## Huntsville ISD Agriculture Mechanics/Welding Lab

### Policies and Procedures

Please sign/date and return to your teacher on or before Friday, September 4<sup>th</sup>

#### Safe Conduct and Dress

##### I Agree To:

1. Inform my teacher of any allergies or handicaps before entering the lab
2. Wear approved safety glasses and other appropriate PPE at all times when working in the Ag. Mech/Welding labs, without exception
3. Wear prescribed protective clothing including: a long sleeved cotton shirt, denim jeans without holes or frays, and close-toed shoes
4. Never wear long neckties, loose sleeves, or other baggy clothing while in the Ag. Mech/Welding labs
5. Practice general cleanliness and orderliness at all times
6. Not loiter in the shop
7. Not throw objects in the shop
8. Avoid "horseplay" at all times in the shop
9. Not use tobacco in the shop or spit on the floors/in the trash cans EVER
10. Report ALL accidents including minor cuts, scratches, splinters and burns to the teacher promptly
11. Treat all facilities and equipment with respect and care at all times
12. Help maintain a safe working environment by cleaning up, sweeping, and storing tools/materials in the appropriate place each and every day
13. Keep cell phones and any other electronic devices put away in designated areas during class/work time, and I will not access these devices until permission is granted by the teacher
14. Stay out of the locker restroom during class unless permission is granted by the teacher
15. Will not leave lab between classes as I understand that I am assigned for Two class periods.

## Safe Machine Use

### I Agree To:

16. Never operate equipment unless specifically authorized
17. Never operate a machine unless all of the guards are in place
18. Use all tools/equipment for the purpose intended and in the approved manner as instructed by the teacher
19. Stand to the side of grinding wheels, buffers, and blades while the machine is gaining speed
20. Remove keys from chucks when adjustments are complete
21. Appropriately fasten all work securely before drilling, milling, grinding, sanding, and other such operations
22. Avoid talking to or otherwise distracting classmates using the machines or doing hazardous activities
23. Not leave machines unattended, nor repair, oil, clean, or adjust them while they are running
24. Not force machines beyond the capacity for which they were designed
25. Report to the teacher all electrical equipment that is not properly grounded or otherwise safe to operate
26. Report to the teacher all tools and machinery in need of repair
27. Immediately report any and all hazards or safety violations I observe to the instructor

## Safe Materials Handling

### I Agree To:

28. Obtain the teachers permission and read the label before using any lubricants, paint thinners, compressed gases or other chemicals
29. Handle, use, and store all compressed gases and chemicals properly
30. Not use gasoline as a cleaner or solvent, and to handle all fuels as instructed by the teacher
31. Not handle or attempt to use any electrical equipment that is not properly grounded or is otherwise unsafe to use
32. Lift or move heavy objects in the approved manner only

I have read the above rules and have discussed them with my teacher. I realize they are not only for my protection, but for the protection of those around me. I will do all I can to see that they are enforced. I will observe all precautions given by my instructor or others assigned to supervise my participation in school and school-related activities. Failure to do so will result in removal from the lab and possible discipline by the HHS administration.

Signed:

---

Student Signature/Date

---

Parent/Guardian Signature/Date

**Huntsville High School**

Jeff Sockwell

Student: \_\_\_\_\_

Class: \_\_\_\_\_

Grade: \_\_\_\_\_

**Rubric: Welding Shop - Daily Lab Grade**

Rubric use to assessment student process and performance completing a daily welding shop project or task.

Welding- Grading Skills					iRubric
	<b>5 pts</b> Highly competent	<b>4 pts</b> Competent	<b>3 pts</b> Some what Competent	<b>1 pts</b> Not Competent	<b>Score (N/A)</b>
<b>Stayed on assigned task</b>	<b>5</b> Student remained of task 100% of lab time	<b>4</b> Student stayed on task at least 80% of lab time	<b>3</b> Student stayed on task only 50% of the lab time	<b>1</b> Student did not stay on task at least 50% of lab time	<b>Score</b> M T W T F
<b>Application of Safety Practices</b>	<b>5</b> Student followed all safety rules.	<b>4</b> Student followed most safety rules, may have forgotten one.	<b>3</b> Student attempted to follow safety rules but failed to meet several.	<b>1</b> Student failed to follow a significant number of safety rules.	<b>Score</b> M T W T F
<b>Ability to Follow Directions</b>	<b>5</b> Followed directions to the letter. Used others for guides.	<b>4</b> Followed directions. Listened to others around him when needed.	<b>3</b> Moderately followed directions. Worked at a pace that was productive but didn't listen to the instructor	<b>1</b> Did not follow directions for any of the task and at times refused to slow down to do task well.	<b>Score</b> M T W T F
<b>Attitude Performance outside the classroom should not interfere with performance here.</b>	<b>5</b> Student has an excellent attitude, asks relevant questions, and finishes all lab assignments / daily duties in a timely manner 100 % of the time.	<b>4</b> Student has an excellent attitude, asks relevant questions, and finishes all lab assignments / daily duties in a timely manner 90% of the time.	<b>3</b> Student has a good attitude and completes most lab assignments / daily duties in a timely manner at least 80% of the time.	<b>1</b> Student has a poor attitude and does not complete lab assignments / daily duties more than 50% of the time.	<b>Score</b> M T W T F

Comments:

---



---



---