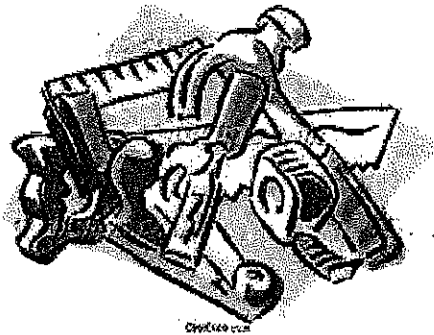


## Hazleton Area Career Center

1451 West 23<sup>rd</sup> Street  
Hazleton, Pa. 18202  
570-459-3172

# CONSTRUCTION TRADES STUDENT HANDBOOK



**STUDENT** \_\_\_\_\_

**INSTRUCTOR: MR. STANEK**

# Welcome To The Construction Technology Program

My name is Mr. Stanek. I am the Construction Trades Instructor. Enclosed is an outline of the classroom rules and procedures that must be followed by all students. You will learn an exciting state -of- the-art technology in the construction field that will prepare you for work or college. The most important part of construction technology is safety. For your safety and the safety of others, work ethics and procedures **MUST** be obeyed at all times.

In Construction Trades every student must do all of his/her work, turn it in on time, act appropriately and not disrupt the educational atmosphere for anyone else, and receive a "B" (85%) or better on projects and tests. Projects and tests will be repeated until mastery is obtained.

Parents are the most important people in the students life and are encouraged to participate in the education of their children. Please review the rules and procedures with your son/daughter. I am always available for comments/questions and look forward to meeting everyone at open house and meet the teacher night.

Thank you,

*Mr. Richard Stanek*

# Construction Technology Student Safety Handbook

**Safety Is  
No Accident**



**Mr. Stanek  
Hazleton Area Career Center  
Construction Technology Instructor  
Room B-08**

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## ***GRADING***

**Student grades will be based on the following criteria:**

**25% Tests**

**25% Quizzes**

**25% Assignments**

**25% Projects**

## ***WORK ETHIC***

**Students are expected to maintain a positive work ethic attitude which includes integrity/honesty, positive attitude, following instructions, communication, acceptance of supervision/respect, active participation, work readiness, clean up, notebooks and behavior. If a student refuses to work on his or her project they will receive a zero for that assignment.**

# ***CONSTRUCTION TECHNOLOGY CLASS RULES AND PROCEDURES***

- 1. SITTING, LEANING ON OR GOING BEHIND THE INSTRUCTOR'S DESK IS STRICTLY PROHIBITED.**
- 2. Safety Rules & Procedures must ALWAYS be followed.**
- 3. Regular attendance to class is required. A daily grade will be given to each student. When absent, a zero will be given for that day unless a doctors excuse is provided and work is made up.**
- 4. Lateness will not be tolerated. No students will be admitted to class without a late slip after the bell rings.**
- 5. Students are expected to participate in class functions. When in class, only construction technology items are allowed. Any other books or items are prohibited. This does include playing cards, CD players or games of any sort. While in class a bell-to bell activity will be followed daily.**
- 6. Sleeping at any time is prohibited and will result in discipline and parent conference.**
- 7. At no time will horseplay or foul language be permitted or tolerated.**
- 8. A thorough and neat notebook is required. A portion of your grade will be from your notebook. Students should bring a pencil/pen to class. A calculator is recommended. Notebooks will be allowed in some tests.**
- 9. Students are not permitted to leave the classroom unless authorized to do so by the instructor with a hall pass. Students must also sign out by entering their name in the sign out book. They must sign back in by noting the time returned.**
- 10. Cleanup will start 20 minutes before the end of class and not before.**
- 11. Students will remain in the classroom and at their seats until the bell rings. Students are not permitted to gather by the door at the end of the period.**

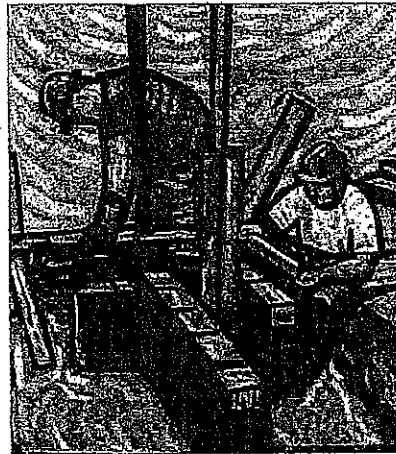
**12. Students must be actively engaged and focused during instruction.  
Please raise your hand with any questions.**

**13. Respect and trust is a two way street and must be earned.**

**14. No students are allowed to write anything on the board unless told to do so.**

**15. Only tool room attendant in tool room.**

**16. Stay in assigned work area, no one in upper storage area unless instructed by the teacher.**



**YOUR COOPERATION WILL BE  
GREATLY APPRECIATED!!!!!!!**

# ***CONSTRUCTION TECHNOLOGY SAFETY RULES & PROCEDURES***

## **(a) General Guidelines**

In addition to the rules and polices of the Hazleton Area School District, the following safety rules and procedures shall be observed in the Construction Technology Lab.

---

### **FIRE ALARM**

A flashing bright light and a loud audible tone indicates a fire alarm. If this occurs, all students must stop work immediately and exit the room in an orderly fashion. All students will follow the instructor out of the room and proceed to the right down the hall and out of the building through the door at the end of the hall. Once outside, all students will stay in a group and follow the instructor where he will perform a student count. No students are to re-enter the building unless told to do so by the instructor or other school official.

### **FIRE ALARM PULL STATION**

A fire alarm pull station is located on the West wall next to the electrical panels.

### **FIRE EXTINGUISHERS**

In case of a fire, extinguishers are located in the front of the room. No one should attempt to extinguish a fire if his or her safety and well-being are threatened.



## ELECTRICAL POWER

### Power Shut Off

Pressing anyone of the red panic buttons will shut off the electrical power.

These buttons are to be used when an emergency arises and power needs to be shut off **OR** when the Instructor gives you permission to shut power off. Because of the strict safety rules we will follow, the chance of anyone getting hurt is unlikely. However, if anyone does get hurt from electricity or any other accident, the first course of action is to turn the power off if you can do so safely. The second course is then to notify the instructor.

## EMERGENCIES

If an emergency situation occurs, (i.e. some one gets hurt) notify the instructor **IMMEDIATELY!** If the instructor cannot respond, call the office by using the brown phone in front of the class and dial the extension for the office (EXT5604) or security (EXT5608). Other emergency numbers are posted near the phone.

## SAFETY GLASSES AND WORKBOOTS

**Everyone MUST wear safety glasses and work boots at all times in the lab area. NO EXCEPTIONS! Violation of this rule will affect your grade and Lab privileges. Repeated offenders risk being suspended or expelled from the Construction Technology Lab permanently!**

## DRESS CODE

In addition to the standard dress code of the Hazleton Area School District, the Construction Technology Lab has other clothing requirements. While working in the lab or on live work, appropriate clothing must

be worn. There is a chance that clothing may be damaged or soiled. To help prevent injury, shirts must be kept tucked in, long pants should be worn. Jewelry of any type is not recommended. Hair longer than shoulder length must be in a hair net. The student must provide the hair net. **All students must wear work boots.**

### **HORSEPLAY**

Horseplay **WILL NOT** be tolerated. This includes, but not limited to; shoving or pushing, fighting, harassing other students or throwing objects of any kind.

### **TOOLS**

Tools are provided free of use by the Hazleton Area School District.

**STUDENTS ARE RESPONSIBLE FOR THEIR OWN TOOLS.** If a student loses a tool or damages a tool on purpose, at the instructor's discretion, the student will be held financially responsible for the tool and report cards withheld until payment is received.

**EACH TOOL WILL BE CHECKED DAILY UPON RETURN. ALL TOOLS SHOULD BE TREATED WITH RESPECT AND CAN BE DANGEROUS IF NOT USED PROPERLY. NO ONE WILL USE A TOOL UNLESS INSTRUCTED TO DO SO AND HAVE BEEN TRAINED TO SAFELY UTILIZE THE TOOL. ALL TOOLS WILL BE RETURNED TO THEIR PROPER LOCATIONS AFTER USE. EACH STUDENT MUST USE THE TOOLS ASSIGNED TO THEM AND NOT BORROW TOOLS FROM OTHER STUDENTS.**

**LISTED ON THE FOLLOWING PAGE IS A COPY OF THE TOOL POLICY:**

# HAZLETON AREA CAREER CENTER

## Construction Technology Class Tool Policy

STUDENT NAME \_\_\_\_\_ LEVEL \_\_\_\_\_

I UNDERSTAND THAT IT IS THE POLICY OF THE CONSTRUCTION TECHNOLOGY CLASS/INSTRUCTOR AT THE HAZLETON AREA CAREER CENTER TO REPORT ANY PURPOSELY DAMAGED OR CARELESSLY MISPLACED TOOLS TO ADMINISTRATION AND/OR SECURITY. I ALSO UNDERSTAND THAT I CAN BE FINANCIALLY RESPONSIBLE FOR ANY TOOL THAT I LOSE OR PURPOSELY DAMAGE.

I HAVE BEEN INSTRUCTED ON THE PROPER AND SAFE USE OF ALL HAND TOOLS AND WILL IMMEDIATELY REPORT ANY DAMAGE OR LOSS TO THE INSTRUCTOR. I UNDERSTAND THAT THESE TOOLS ARE LOANED TO ME FOR THE PURPOSE OF EDUCATION AND ARE THE PROPERTY OF HAZLETON AREA SCHOOL DISTRICT AND I AM RESPONSIBLE FOR THE CARE OF THESE TOOLS. I WILL ONLY USE THE TOOLS FOR THE PURPOSE THEY ARE INTENDED.

I PROMISE TO ABIDE BY ALL SAFETY RULES AND WILL CONSIDER SAFETY AS A PRIORITY IN MY EDUCATION AND PROFESSION.

Student's name \_\_\_\_\_

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

**TOOL ROOM**

The tool room is locked and off limits to all students. No one is allowed in the tool room unless the instructor gives specific permission.

**CONSTRUCTION SUPPLIES**

All construction supplies are to be returned to their proper location after use. In no case, shall supplies be wasted unless the waste is for educational purposes.

**LAB CLEANLINESS**

The lab will be kept neat and organized at all times. At the end of the period, ALL students will be required to work as a team and perform clean up every day.

**SHOP EQUIPMENT**

All equipment should be treated with respect and not purposely damaged.

**FOOD/DRINKS**

For your safety and the safety of others, foods and drinks are prohibited in the Construction Technology Lab. This includes gum or candy of any kind.

**GARAGE BACK DOOR**

Students are not allowed to operate the garage door unless the instructor gives specific permission. No one is allowed to exit the back door unless it is an emergency.

**FAILURE TO COMPLY WITH ALL SHOP RULES WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION, NOT BEING ALLOWED TO PARTICIPATE IN SHOP/FIELD ACTIVITIES, AND SUBJECT TO MORE ASSIGNMENTS AS OUTLINED BY THE INSTRUCTOR.**

# HAZLETON AREA CAREER CENTER

## Construction Technology Class

### SAFETY PLEDGE FORM

It is understood that \_\_\_\_\_ will be given proper instruction, both in the use of equipment and in the correct safety procedures concerning it, before being allowed to operate it. I will assume responsibility for following all safety practices, and therefore I will subscribe to the following safety pledge.

1. I promise to follow all safety rules.
2. I promise never to use a machine without having permission from the instructor.
3. I will not ask permission to use a particular machine unless I have been instructed on it's use and have made 100% on both a written test and a practical test.
4. I will report any and all injuries immediately to my instructor.

**Students Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parents Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Guardians Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Parental/Gaurdian consent is required before the student can operate any equipment)

## STUDENT RESPONSIBILITIES

- ❖ Follow all rules.
- ❖ Maintain a good work ethic attitude.
- ❖ Give 100% all the time.
- ❖ Pay for tools that are broken from careless and malicious use.
- ❖ Participate in all class activities and assignments.
- ❖ Provide a drawing, cost sheet and time estimate for project work.
- ❖ Use activity period to work on projects.
- ❖ Complete a timesheet form daily.
- ❖ Bring materials to class daily (calculator, notebook, pencil, colored pencils, etc).

## **EXPECTATIONS**

- ❖ Be to class on time with a positive attitude.
- ❖ Think Safety First, Safety Always.
- ❖ Treat others the way You like to be treated.
- ❖ Say two Positives about someone for every one negative.
- ❖ Respect others space and property.
- ❖ Be Honest.
- ❖ Be a team player.
- ❖ Participate, stay involved.
- ❖ Maintain good personal hygiene.
- ❖ Stay for Help during activity period.
- ❖ Accept Responsibility for yourself and others.
- ❖ Commit yourself to focus on positives not negatives.
- ❖ Be a positive leader, You make a difference.
- ❖ Consistently strive for Excellence, accept nothing less.

# EMPLOYABILITY SKILLS

Students entering the Construction Trades program must be willing to display the following skills:

Integrity/Honesty

takes pride in work; is trustworthy and chooses ethical courses of action.

Positive Attitude

interested; possess regular enthusiasm; has desire to learn and accepts criticism without being defensive.

Follows Instructions

listens and follows oral and written instructions; follows through with task.

Communication

effectively conveys information, problems, and ideas to individuals orally and by writing.

Acceptance of Supervision/Respect

treats individuals with appropriate responses, questions and actions.



Human Relations	works well with others; is cooperative; respects diversity.
Attendance	attends on regular basis and is on time and ready to work.
Self-Motivated	directed and goal- oriented.
Decision-Making	prioritizes tasks and has good judgment.
Teamwork Skills	works well with other in completing tasks.
Problem-Solve	analyzes situation, determines appropriate solution and implements plan of action.
Appearance/Image	wears appropriate attire for trade area and exhibits professional image.
Self-Control	exhibits appropriate behavior and responses.

# STUDENT INFORMATION SHEET

School Year \_\_\_\_\_

Student's Name:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Working (location) \_\_\_\_\_ Hours per week \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Relationship \_\_\_\_\_ Phone number \_\_\_\_\_

Best time to reach \_\_\_\_\_

Family members attending school:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Grade \_\_\_\_\_

Student interest:

List sports and club involvement:

\_\_\_\_\_

Hobbies:

\_\_\_\_\_

Career Goals:

\_\_\_\_\_

## **DRESS CODE**

- Students will be dressed and ready for work daily in the time allotted.
- Safety glasses must be worn at all times. (Except in theory).
- Work boots must be worn at all times in the Lab. No sneakers will be allowed in the Lab area.
- Pants are to be uniform work pants or regular cut blue jeans free of holes.
- Pants will be worn above the waistline with a belt.
- Shirts must have a minimum of a short sleeve.
- Hardhats will be worn as advised by the Instructor.

## **FIELD TRIPS**

Students must have an overall class grade average of 85% to participate in field trips.

Students must have an overall project grade of 85% or more to advance on the competency list.

Students must have no more than three unexcused absences in the marking period to participate in field trips.

Students that have detention during the marking period a field trip is planned will not be able to participate.

Students that are not able to participate in field trips will receive a reading and writing assignment.

# **HAZLETON AREA CAREER CENTER**

## **Construction Technology Class**

### **POLICIES REVIEWED FORM**

I, \_\_\_\_\_ on this  
\_\_\_\_\_ day, have had the following policies reviewed  
with me by Mr. Stanek.

- **Shop Rules**
- **Safety Rules**
- **Expectations**
- **Grading**
- **Notebook and daily writing assignments**
- **Homework**
- **Attendance**
- **Discipline**
- **Destruction of tools, property and materials**
- **Dress**
- **Fieldtrips**

# **Construction Technology**

## **Shop Rules**

- 1. SAFETY EQUIPMENT MUST BE WORN AT ALL TIMES IN SHOP AREA; THIS INCLUDES SAFETY GLASSES, WORK BOOTS AND LONG PANTS. THESE ITEMS ARE ALL MANDATORY, NO EXCEPTIONS!**
- 2. NO HORSEPLAY; HORSEPLAY WILL NOT BE TOLERATED!**
- 3. THIS RULE IS SIMPLE; NO ELECTRONIC DEVICES, OR ANYTHING ASSOCIATED WITH THEM. ONLY EXCEPTION IS WITH TEACHER PERMISSION AND IT PERTAINS TO CONSTRUCTION.**
- 4. CLEAN UP WILL BE 20 MINUTES BEFORE THE CLASS ENDS. ALL STUDENTS ARE TO PARTICIPATE.**
- 5. NO FOUL LANGUAGE, PROFANITY.**
- 6. NO PLAYING CARDS.**
- 7. BY NOT FOLLOWING THESE RULES YOUR GRADES MAY BE AFFECTED.**

**BY PRINTING AND SIGNING YOUR NAME BELOW YOU AGREE AND UNDERSTAND ALL OF THE RULES ABOVE.**

**PRINT \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_**