



CARPENTRY

POLICY GUIDE





WELCOME



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PROGRAM DESCRIPTION

Carpentry prepares students to apply technical knowledge and skills to lay out, fabricate, erect, install and repair structures and fixtures using hand and power tools. This program includes instruction in common systems of framing, construction materials, estimating, blueprint reading and finish carpentry techniques.

CORE CURRICULUM

- Building Materials
- Hand Tools
- Blueprint Reading
- Interior & Exterior Systems
- Foundations & Footing
- Power Tools
- Floor & Wall Framing

Industry Certifications:

OSHA 10 Construction Safety and Health

Pennsylvania Builders Association Skills Certificate

Pennsylvania Skills Certificate/ College Credit:

Students who score Advanced or Competent on the NOCTI end of program assessment have the ability to take advantage of articulation agreements currently in place with post-secondary institutions. Articulation Agreements are in place with PMI and Saint Francis.

Graduates that complete the program are equipped with the knowledge, understanding and the skills essential for entry-level employment in the following:

- Construction
- Carpenter
- Maintenance Carpenter
- Rough Carpenter
- Carpentry Assistant

PARENT CONTACT INFORMATION

Parent/Guardian/Student: Please read the following policies, these cover what each student is responsible for, to complete the Carpentry 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 Mr. Powers at 724-662-3000 ext. 1135 or jpowers@mercercoc.org.

Parent/Guardian Signature: _____

Parent/Guardian Print Name: _____

Contact Phone Number: _____

Contact Email: _____

Student Signature: _____

Student Print Name: _____



WELCOME

CARPENTRY STUDENT CONTRACT

As I prepare for a career in the Carpentry 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 STRIVE points, writing assignment, office referral, a call home or in severe cases removal from the Carpentry program.

I also understand to succeed in a rewarding Carpentry 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 Carpentry field.

YES

☐

I can follow all procedures and rules and meet all expectations and will remain in the Carpentry 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 Carpentry program.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

PROGRAM OUTLINE

Wood Machining and Principles of Residential Construction:

| | | |
|----------|--|------------------|
| A | Orientation and Construction Safety I | 15 hours |
| B | Hand Tools | 100 hours |
| C | Building Materials | 25 hours |
| D | Blueprint Reading I | 45 hours |
| E | Power Tools | 135 hours |
| F | Building Layout | 60 hours |
| G | Foundations and Footings | 25 hours |
| H | Stair Construction | 35 hours |
| I | Orientation and Construction Safety II | 25 hours |
| J | Blueprint Reading II | 15 hours |
| K | Floor Framing | 45 hours |

| | | |
|----------|-------------------------|------------------|
| L | Wall Framing | 70 hours |
| M | Roof Framing | 100 hours |
| N | Interior Systems | 110 hours |
| O | Exterior Finish | 70 hours |
| P | Careers | 15 hours |

Advanced Construction & Cabinet Making

| | |
|--|------------------|
| Cabinet Making | 120 hours |
| Residential Steel Framing 1 | 50 hours |
| Individual Areas of Interest Projects | 180 hours |

PROPOSED 9 WEEK UNIT PLANS

| | 1ST 9 WEEKS | 2ND 9 WEEKS | 3RD 9 WEEKS | 4TH 9 WEEKS |
|---------------|--|--|---|---|
| YEAR 1 | Orientation & Construction Safety I Hand Tools Building Materials | Hand Tools Blueprint Reading I Power Tools Building Materials | Power Tools Blueprint Reading I Stair Construction | Stair Construction Building Layout Foundations & Footings |
| YEAR 2 | Orientation & Construction Safety II Blueprint Reading II Floor Framing Wall Framing | Wall Framing Roof Framing | Roof Framing Interior Systems Exterior Finish | Interior Systems Exterior Finish Careers |
| YEAR 3 | Cabinet Making | Residential Steel Framing | Thermal & Sound Insulation Doors and Interior Trim Interior Wall, Floor, and Ceiling Finish | Interior Wall, Floor, and Ceiling Finish Blueprinting Reading Careers |



MCCC POLICIES

GRADING POLICY

Grades are entered into Tyler each Friday throughout the nine week grading period. The grade a student receives is determined by the following procedures:

LAB, TIME SHEETS, WORK HABITS

40% of total grade - includes daily evaluations based on the STRIVE Work Skills Grade form by the instructor in the areas of Safety, Teamwork, Respect, Inspiration, Vision and Excellence. Time cards are graded for accurate record keeping. Work habits are graded by the instructor using a work habits rating scale. Individual projects, crew projects, and live projects are based on the evaluation criteria listed on the individual job sheets.

THEORY GRADE

40% of total grade - includes homework assignments, quiz grades, and test grades. Homework assignments count as one quiz grade. Quiz grades are averaged together and count as one test grade.

SAFETY GRADE

20% of total grade - includes daily evaluations by student foreman, student safety director, and instructor.

GRADE REPORTING

A student grade report will be given to a student whose grade drops below 70%.

A parent/guardian will receive notification if a student's grade drops below 70%. (Phone call, Grade Report Sent Home)

A referral to the Student Support Team will be made if a student's grade drops below 70%.

REPORT CARDS

Grades are reported to the home schools at the end of MCCC's quarters. Home schools report the MCCC program grade on their report card. MCCC does not issue a report card.

STRIVE GRADE

(Each letter is assigned 1 point per day)

S

SAFETY

- Wear safety glasses
- Follow dress regulations
- Operate equipment appropriately

T

TEAMWORK

- Completes assigned job
- Correctly cares for tools & equipment
- Keeps shop and work area clean

R

RESPECT

- Respects others
- Uses proper language
- Uses technology correctly

I

INSPIRED

- On-Time
- Dressed
- Cell Phone is put away

V

VISION

- Positive Attitude
- On-Task
- Obeys class and school rules and safety guidelines

E

EXCELLENCE

- Completes work on time
- Do your best work possible
- Meet benchmarks

PASSING AND CREDIT

Students must follow their home school's grading scale to ensure they receive credit. MCCC does not issue credit towards student graduation. Credit is issued by the home school.

MCCC PASSING

To stay enrolled in a MCCC program and to earn a MCCC Certificate, MCCC recognizes 65% as passing.

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 the Student Handbook for attendance policies). If a student is absent he/she will receive a "0" for a STRIVE grade. The procedures for making up work include:

- Upon return to school it is the students' responsibility to ask the instructor for make-up work. This is to be done between 8:00 a.m. and 8:45 a.m. or 12:00 p.m. and 12:45 p.m.
- The student must complete the assignment and hand it in to the instructor on or before the due date. The student is allowed 1 day to make up assignments.
- The student will then be given credit for the assignment. Unexcused absences cannot be made up.

CALL OFF PROCEDURES

To better prepare students for future employment the Carpentry Class uses a Call Off Procedure. The procedure is simple, if a student cannot make it to class for any reason they are to call off before the start of the class period. As in the workplace attendance is important and we treat it as such here at the Career Center. Students that call off will receive 5/6 points on the STRIVE Work Skills Grade, an 8/10 on the Foreman Grade Sheet, and will be given an opportunity to make-up any missed work. After 10 days missed the student will be required to complete any make-up assignment as well as any missed assignments in order to receive partial credit for the missed day. Students that do not call off will receive a zero on the STRIVE grade and Foreman Grade Sheet for the day but will have an opportunity to make up missed assignments.

GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

| % | GPA | % | GPA | % | GPA | % | GPA | % | GPA |
|-----|-----|----|-----|----|-----|----|-----|----|-----|
| 100 | 4.0 | 80 | 2.3 | 60 | 0.3 | 40 | 0.0 | 20 | 0.0 |
| 99 | 4.0 | 79 | 2.2 | 59 | 0.2 | 39 | 0.0 | 19 | 0.0 |
| 98 | 3.9 | 78 | 2.1 | 58 | 0.1 | 38 | 0.0 | 18 | 0.0 |
| 97 | 3.9 | 77 | 2.0 | 57 | 0.0 | 37 | 0.0 | 17 | 0.0 |
| 96 | 3.8 | 76 | 1.9 | 56 | 0.0 | 36 | 0.0 | 16 | 0.0 |
| 95 | 3.8 | 75 | 1.8 | 55 | 0.0 | 35 | 0.0 | 15 | 0.0 |
| 94 | 3.7 | 74 | 1.7 | 54 | 0.0 | 34 | 0.0 | 14 | 0.0 |
| 93 | 3.6 | 73 | 1.6 | 53 | 0.0 | 33 | 0.0 | 13 | 0.0 |
| 92 | 3.5 | 72 | 1.5 | 52 | 0.0 | 32 | 0.0 | 12 | 0.0 |
| 91 | 3.4 | 71 | 1.4 | 51 | 0.0 | 31 | 0.0 | 11 | 0.0 |
| 90 | 3.3 | 70 | 1.3 | 50 | 0.0 | 30 | 0.0 | 10 | 0.0 |
| 89 | 3.2 | 69 | 1.2 | 49 | 0.0 | 29 | 0.0 | 9 | 0.0 |
| 88 | 3.1 | 68 | 1.1 | 48 | 0.0 | 28 | 0.0 | 8 | 0.0 |
| 87 | 3.0 | 67 | 1.0 | 47 | 0.0 | 27 | 0.0 | 7 | 0.0 |
| 86 | 2.9 | 66 | 0.9 | 46 | 0.0 | 26 | 0.0 | 6 | 0.0 |
| 85 | 2.8 | 65 | 0.8 | 45 | 0.0 | 25 | 0.0 | 5 | 0.0 |
| 84 | 2.7 | 64 | 0.7 | 44 | 0.0 | 24 | 0.0 | 4 | 0.0 |
| 83 | 2.6 | 63 | 0.6 | 43 | 0.0 | 23 | 0.0 | 3 | 0.0 |
| 82 | 2.5 | 62 | 0.5 | 42 | 0.0 | 22 | 0.0 | 2 | 0.0 |
| 81 | 2.4 | 61 | 0.4 | 41 | 0.0 | 21 | 0.0 | 1 | 0.0 |



MCCC POLICIES

DAILY HOUSEKEEPING

To fulfill Carpentry 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 STRIVE grade as well as overall task completion credit.

FOLLOWING INSTRUCTIONS

Throughout the semester students will receive various verbal and written instructions. To fulfill Carpentry requirements the student will be evaluated on their ability to follow these instructions. This will be graded as part of their STRIVE grade.

STUDENT OF THE SEMESTER

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

- Attendance
- Attitude
- Grades
- Work Ethic
- STRIVE

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 as part of his/her STRIVE grade. The student will additionally 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 leather work shoes with laces, their uniform, and safety glasses. Students who wear unacceptable clothing will be given a "0" as part of their STRIVE grade for the day.

UNIFORMS AND CLOTHING REQUIREMENTS

- Leather work shoes with laces
- Uniforms will be provided to students at a cost of \$50 for the school year. Cintas will be fitting and providing students with five sets of uniforms within the first month of school. Uniforms will be laundered on a weekly basis through Cintas. More specific details about the uniform program will be sent home with your child at the start of the school year.
- The first pair of safety glasses is provided to the student free of charge. Additional pairs of safety glasses must be purchased for \$2.00 per pair and are sold within our school store.

SCHOOL LOCKERS

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. All students will be issued a school lock for use at the Career Center, locks are to be returned at the end of the school year. The instructor will be given a master key that will open all student locks. This system will provide access to lockers in an emergency situation quickly and easily without having to cut the lock and incur cost to the student. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of pupils. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.

Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time the Principal or Safety Coordinator has reasonable suspicion to believe that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.

CELL PHONES/HEADPHONES

Cell phones are NOT permitted in the classroom or the shop area. They must be kept locked in lockers until dismissal.

1st Offense – Referral to the Office

FOOD AND DRINKS

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

SAFETY RULES AND REGULATIONS

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

- All students must arrive on time and be prepared to work. A written excuse must be presented for all cases of tardiness and absenteeism.
- Everyone must wear appropriate shoes (heavy leather, steel toed, or metatarsal), tennis shoes/sneakers, flip flops are NOT permitted to be worn in the shop area.
- All students must wear approved safety glasses at all times in the shop area.
- All work clothing shall NOT have any holes, tears, or defects that the Instructor would believe to be unsafe.
- All bags are to be left in your assigned locker. (back packs, purses, etc.)
- No horseplay of any kind is permitted. No running in the shop, no throwing of any object, no touching of each other, etc.
- No one is permitted out of the Carpentry shop area without the Instructor's permission.
- No radios, CD /MPs, headphones, electronic games, or any other electronic entertainment device is permitted in the shop area at any time.
- No student shall lie or sit on any bench or desk at any time.
- Every student will clean-up their work area at the

end of each session. The clean-up task must be completed to the Instructor's satisfaction.

- No one is permitted to use a tool or operate a piece of equipment unless he/she has received safety instructions and has permission from the Instructor.
- Sunglasses are NOT permitted to be worn in the shop area during class time.
- It is the student's responsibility to complete all assignments and turn them in to the Instructor when due. This includes all shop and classroom assignments.
- Cell phones are NOT permitted for any reason.
- All students will participate in classroom assignments and shop assignments.
- Every student will use proper language. (No Swearing)
- No food or drinks are permitted in the Carpentry shop area.

STUDENT EXPECTATIONS

Students who participate in the Carpentry Program at the Mercer County Career Center are expected to:

- Participate as a team member
- Demonstrate punctuality
- Show respect for property and others
- Demonstrate effective oral communication
- Demonstrate leadership qualities
- Display a positive work attitude
- Work independantly
- Demonstrate personal hygiene and grooming
- Follow all safety rules
- Adhere to attendance guidelines

