

Parent Awareness Packet

August 10

2016

Parents/Guardians and students need to read, sign and initial the following pages and return to Mr. Chapman before 8-20-16. This packet explains the grading criteria, tool requirements and student/parent contracts.

Expires 6-1-17

You can view this online at any time or print off a copy for your records if you prefer. I will keep the signed copy in my files.

Parent Acknowledgement Form

COLLISION REPAIR TECHNOLOGY

GORDON COOPER TECHNOLOGY CENTER
ONE JOHN C. BRUTON BLVD.
SHAWNEE OKLAHOMA, 74804
(405) 273-7493 x2222
marcc@gctech.edu

Mr. Chapman
Instructor

I want every person enrolled in CRT to have an exciting and successful year. The following pages will explain exactly how students will earn their grades this year.

The GCTC student handbook can be found at www.gctech.edu or marcc8.wix.com/collisionrepair
All CRT forms, handbook, S.O.P and other information can be found at the above addresses.

Please read and sign/initial the following pages.

I have read the information contained in the CRT Student Handbook and understand the scope and nature of the Collision Repair Technology Class in which my son/daughter is enrolled. I also understand that if my son/daughter fails to follow its rules that they will have disciplinary actions taken according to the violations listed in the CRT Standard Operation Procedures Manual.

I have received a copy or acknowledgment of the online copy of the
Gordon Cooper Technology Center Handbook.

Initial_____

I and my son/daughter have read and will follow the rules in the GCTC
Handbook and the CRT Awareness Packet.

Initial _____

PARENT/GUARDIAN SIGNATURE

STUDENT SIGNATURE

DATE

STUDENT'S PERSONAL DATA FORM

DATE: _____

NAME _____
(PRINT)

ADDRESS _____ PHONE _____

Mothers/Guardians Name _____

Occupation _____ Phone _____

Fathers/Guardians Name _____

Occupation _____ Phone _____

(Optional) Do you have any physical restrictions? YES NO

If yes, please list _____

What school organizations do you belong to? _____

List your personal hobbies. _____

Cell Phone _____

Email _____

Email _____

Facebook _____

Twitter _____

OBJECTIVES

COLLISION REPAIR TECHNOLOGY

Our Goal is to develop your “Skills, Knowledge and Work Ethic” so that you will have:

1. The **ability** to perform the basic fundamental operations of Collision Repair and are prepared to enter in college or **“THE WORLD OF WORK”**.
2. A working **understanding** of the various principles of science, physics, chemistry, Math and how they apply to the collision repair field.
3. An **appreciation** for the care and respect of equipment, tools, materials, workmanship, personal appearance, and a dignity of work.

NATURE AND SCOPE OF COLLISION REPAIR TECHNOLOGY:

The Collision Repair Technology program is designed to prepare students for entry level positions in the collision repair industry and/or entry into college. This class is designed to teach quality production work; therefore, it will not be a hobby or restoration focused program.

All vehicles manufactured today are very complex, sophisticated works of art. The collision repair industry needs trainable technicians with specialized technical skills, maturity, and certifications in order to properly repair vehicles to pre-accident condition. Our goal is to train students to be knowledgeable, skilled, and responsible technicians who are ready to start their careers in the collision repair industry or continue their education at a college. It is your instructor's goal to produce confident, competent, trainable and responsible individuals for this demanding industry.

COLLISION REPAIR TECHNOLOGY

DAILY GRADE AND STUDENT GUIDELINES

Due to the hazardous nature of collision repair, the student **must** follow the listed requirements.

Parents — *Please read the following guidelines that your son/daughter will be graded on and expected to follow.*

*If you have any concerns or questions please call me
(Mr. Chapman-(405) 273-7493 (x2222) or email marcc@gctech.edu preferred.*

1) **Promptness to class:**

If you are not 10 minutes early, you're late!

Poor punctuality in the job place is the most common reasons workers lose their jobs. Employers have schedules and responsibilities to their customers. When the employee is habitually late or absent, the flow of goods and services breakdown causing a loss of revenue to the employer and a loss of wages to the employee.

Parents Initials_____

2) **Manners:**

Communicating words such as please and thank you demonstrate good manners. It is appropriate to use good manners at all times while in the classroom and on the job.

Parents Initials_____

3) **Productivity:**

Cell phones will be turned on silent and only used for learning (accessing class website, Icar, 3M or other learning site, personal use will result in having it turned into the office and a parent will have to come to GCTC and pick it up)

This is a result of industry feedback and performance/termination issues. Students must stay busy working on their assigned job/task during their entire shift. Technicians using cell phones, standing, talking, horse playing or other non-production activity results in loss of revenue. Students must remain focused on their assigned duties in the classroom and shop in order to understand the demands of production work. Students **WILL NOT** pass even if they show up every day and are not **productive**.

Parents Initials_____

- 4) **Organization:**
Students must always be prepared to do their job or lesson. It is required that students bring pencils, paper, and assigned books to class. Students must prepare in advance all materials and tools required to work on their classroom assignments. *Preparation is the key to organization.*

Parents Initials_____

- 5) **Listen to Instructions (oral/written) and Follow Directions:**
Students must be consciously ready to accept instructions on all job assignments. Students must be able to listen/read and comprehend the correct instructions for all assignments in order to be successful in class. In general, following directions will ensure better products, wages, and job advancements.

Parents Initials_____

- 6) **Be a Good Citizen:**
Students should be considerate of other people at all times. For example, students that finish their assignments early should demonstrate good citizenship by helping other students who might need help. This also applies to cleanup at the end of class. The end result will be a better overall productive organization.

Parents Initials_____

- 7) **Display Enthusiasm and Exhibit Pride in your Product:**
Enthusiasm and pride in one's work go hand in hand. If a student is enthusiastic about their work they will create a better quality product that they will be proud of and work harder on the next project to make it even better. "LOVE IT OR LEAVE IT" If you do not love what you do, you better look for something different because you will be miserable and will cause the people around you to be miserable. You need to be happy with your job and training.

Parents Initials_____

8) **Be Safety Conscious, Follow Safety Regulations, and Operate Power Tools Correctly:**

Safety consciousness is highly important in collision repair technology. Students must always evaluate their environment. If there are any potential hazards, the student must **CORRECT** them before proceeding. Students must follow the safety regulations established for all equipment and machinery. Students must understand that **SAFETY IS THE MOST IMPORTANT FACTOR** in working in a production shop.

Parents Initials_____

9) **Protective Equipment:**

Each student will be required to wear **ALL** protective equipment required of the industry. Therefore, safety glasses and ear protection will be required at **ALL** times in the shop area except for the refinish area. **Students who wear glasses should consider PRESCRIPTION SAFETY GLASSES, as this program is a two (2+) year program.**

Parents Initials_____

10) **Appropriate Dress:**

Shirts with sleeves, pants with legs to the ankle and closed toe shoes are required. Loose, baggy or hanging clothes are hazardous to a student's safety. These types of clothing could catch in the moving parts of the machines causing serious injuries to the students. Loose clothing also includes shoestrings not being tied properly in order to prevent the worker from tripping and falling. Any clothing with obscene pictures or sayings with double meanings will not be allowed in the classroom or in the shop. Hats, if worn, will be worn in the forward position (bills facing the front).

NO sweat pants, pajamas, slip on shoes (Sanuk, crocs, etc).

NO JEWELRY including ear buds/head phones are ALLOWED!!!!!! This includes (ear, nose, cheek, chin, brow, tongue, etc)

Parents Initials_____

11) **ABSOLUTELY NO HORSEPLAY:**

There is no room in the job place for horseplay. It can result in personal injury and property damage. This behavior **WILL NOT BE TOLERATED** in industry so, it will not be allowed in the classroom or in the shop.

Parents Initials_____

- 12) **Be Conservative of Materials and be Respectful of Equipment:**
The conservation of materials is extremely important in collision repair technology. Students need to understand that conserving materials helps reduce costs to the employer. Reduction of costs can result in higher wages for the employee. The respect of equipment is also a very important factor in this field. **DO NOT** misuse any shop equipment; machinery and tools are expensive and costly to the school to replace. Abusing equipment or machinery in the shop will result in reduction of a student's grade; therefore, equipment must be handled with extreme care and respect.

Parents Initials_____

- 13) **Clean Up:**
Clean up is **EVERYONE'S** responsibility. Clean up is extremely important in the prevention of accidents. It also provides a clean, safe and healthy working environment. Some students may have a different clean up time.

Parents Initials_____

- 14) **Oral and Written Communication:**
The collision repair industry requires that we must be able to communicate in both the oral and written methods. In this industry a worker must be able to communicate with customers, coworkers, estimators, secretaries, shop foreman, managers, owners, etc. in order to guarantee that correct repairs are being made. Also, they must be able to communicate clearly what is being done to the customer's vehicle. Correct communication will ensure the worker is producing what the customer wants. In addition, oral and written skills are critical in order to write estimates, read estimates, crash manuals and deposit your checks.

Parents Initials_____

- 15) **Daily Journal Recording:**
Each student will keep a daily journal notebook.

At the end of each day, after clean up, students will return to class and write a minimum of 2-5 complete sentences describing the past 2.5 hours of activities. At the end of the week students will turn in the page for a weekly grades. Failure to complete this will result in a "0" being recorded in the gradebook. This year we will transition to digital recordings.

Parents Initials_____

- 16) **Tools:**
Before beginning work in the collision repair/refinishing lab the student must be fit tested for a respirator. Upon the completion of the fit test the student will be required to purchase a respirator(\$25), paint suit (\$10)and the basic student tool kit (\$75).

Additional tools (\$1000 kit) are required for adult students.

Parents Initials_____

- 17) **Grades:**
There is no such thing as an EXCUSED absence. You are either here or not here. Grades will be earned and recorded on a daily base. It is highly recommended to attend all class periods to ensure a passing grade. Students will not earn a grade when they are absent from class unless they call in advance. **ATTENDANCE IS A MUST!**

Daily Grade: **(EARN)** 10 points possible per day/8 points average
Tardy: 5 points deducted (visit with instructor about tardy)
Absences: 10 points deducted

Parents Initials_____

The following are some violations that will result in daily point reductions.

1. Using cell phone (Personal) during class, horse play – 10 points
2. Poor clean-up–5 points
3. Equipment/materials improperly stored – 10 points
4. Wearing ear buds or no ear protection – 10 points
5. Poor tool safety – 10 points
6. Intimidation of others – 10 points
7. Non- productive – 5 points
8. Wearing saggy pants that do not stay up- 10 points
9. No safety glasses – 10 points
10. Leaving class early or coming in late-5 points

Grades are figured each nine weeks, using the following formula.

Daily Performance	30%
Skill Performance	30%
Written/Homework	20%
Test/Impromptu	20%

New Changes for 2016-2017

- Each student will be on an individual lesson plan.
- Each student will advance at their own pace therefore everyone will not get the same information at the same time.
- Each student will track their progress and report/verify with instructor.
- All curriculum is now online and available to students 24/7 so majority of presentations, bookwork, etc will be required for students to complete it at home.
- We will answer questions or discuss problems in class then be in the lab area the majority of the day.
- Computers will be used daily in the shop area researching data/specifications.
- Multiple classes will be using the same boxes, So keys will be checked out each day at the beginning of class then checked back in at the end of class.
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SAFETY STUDENT PLEDGE FORM

_____, who is enrolled in Collision Repair Technology, will as a part of his/her shop experience, operate machines; providing that his/her parent or guardian gives written permission.

Unlike other classes on campus, the class focus is so broad that it takes up to ten (10) times as much effort on safety as most other areas of instruction. We deal with everything from slide hammers to grinders, drills to welders to torches. With the large variety of machines and tools, there are multiple rules to observe with each of these machines. One needs to combine this with the other major area of concern, the nature of the work itself. Most tools in the body shop trade that plug in, have blades or cutters that must be exposed in order to do their job. A vast majority of hand tools either smash, cut or squeeze something else as their main function. This type of work is inherently more dangerous than a class/laboratory where work is done with computers or wrenches.

It is understood that each student will be given proper instruction, both in the use of the equipment and in correct safety procedures concerning it, before being allowed to operate the equipment himself/herself. The student must assume responsibility for following safe practices, and we therefore ask that he/she subscribe to the following safety pledge:

1. I promise to follow all safety rules for the shop.
2. I promise never to use a machine without first having permission from instructor.
3. I will not ask permission to use a particular machine unless I have been instructed in its use, and have made 100% on the safety test for that machine.
4. I will report **any** accident or injury to the teacher **immediately**.
5. I will not wear any ear device other than ear plugs (includes ear buds, headphones, etc)

Date_____ Student Signature_____

I hereby give my consent to allow my son/daughter to operate all machines and equipment necessary in carrying out the requirements of the course in which he/she is enrolled after completing all safety tests with a 100%.

Date_____ Parent Signature_____

Tool Usage Contract

I, _____, am enrolled in Collision Repair Technology at Gordon Cooper Technology Center. I understand that we have thousands of dollars in tools and equipment that we use each and every day, not only by me, but also by many other people. Therefore, the need to retain all of our tools is at the utmost importance.

As a student in the CRT program, I agree to the following:

1. To use/treat the tools owned by the school as if they were my own.
2. To return all tools to their proper location when finished and not leave them where I was working.
3. If a tool breaks, while I am using it properly, I will be subject to no consequences.
4. If I am using a tool improperly and it breaks, I will be subject to the consequences of either replacing it or paying for it to be replaced.
5. If I am caught stealing a tool (s) from the CRT program, I will return it or pay for it and be subject to suspension and/or being dropped.

I have read and understand what is expected of me and what consequences I face if I break any of the previous stated regulations.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Consequences

1st Offense

Verbal Warning

2nd Offense

Written Warning

3rd Offense

Sent to Principal

EXCEPT #5 1st offense will result in suspension.

Collision Repair/Refinishing Technology

Toolbox agreement/contract

I, _____, am enrolled in Collision Repair/Refinishing Technology at Gordon Cooper Technology Center. I understand that we have thousands of dollars invested in tools that we use each and every day. I do understand that while the box is checked out to me that I am responsible for it and everything inside of it. I also understand that I am not the only person using the toolbox and the tools inside of it, therefore, the need to retain each and every tool is at the utmost importance.

As a student in the CRT program, I agree to the following:

1. To use/treat the tools owned by the school as if they were my own.
2. To return all tools/boxes to their proper location when finished and not leave them where I was working.
3. To check my assigned tool box before and after using it and to get instructor's initials to verify that all tools were there when class started and when finished class, failing to do so will place you in an unverifiable situation.
4. If a tool breaks, while I am using it properly, I will be subject to no consequences.
5. If I am using a tool improperly and it breaks, I will be subject to the consequences of either replacing it or paying for it to be replaced.
6. If I am caught stealing a tool (s) from the CRT program, I will return it or pay for it and be subject to suspension, prosecution and/or being dropped.

I have read and understand what is expected of me and what consequences I face if I break any of the previous stated regulations.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Consequences

1 st Offense	Verbal Warning
2 nd Offense	Written Warning
3 rd Offense	Sent to Principal

Body Modification Safety Pledge Form

There is NO Jewelry allowed in the CRT program!

During your stay in the Collision Repair and Refinishing Technology program here at Gordon Cooper Technology Center you may feel the need to get a tattoo or a body piercing (nose, chin, cheek, ear, brow, tongue, navel, lip, etc.). Usually it is over the summer, spring break, fall break, or Christmas break; nevertheless you must still follow the safety guidelines. If you do choose to modify your body you will have to remove the jewelry and cover up any and all fresh tattoos, brands, or scarification.

NO Jewelry allowed in the CRT program!

Failure to do so will result in your expulsion from the CRT program.

Student's Name

Date

Parent or Guardian

Date