

Halliday Welding Technology

ADULT WELDING PROGRAM HALLIDAY PUBLIC SCHOOLS

Revised April 2011

Welcome to the Halliday Public Schools Adult Vocational Welding Program. Your instructor Duane Hart has built a program that parallels and/or exceeds the programming available in state vocational schools. You are here to hone your welding skills and upgrade your employment marketability.

We are a fully operational elementary and secondary school with approximately 30 students and 12 staff on site daily. We are concerned about keeping the school students and the staff separate from your daily activities. Your cooperation is required to make this venture successful. Operating on the premises of a public school we need to establish a few basic guidelines.

HALLIDAY SITE GUIDE LINES

1. Smoking is prohibited on school premises.
2. The use of smokeless tobacco products on site is not allowed.
3. The use of Illegal Drugs and/or Alcoholic Products is not permitted.
4. Profanity is not allowed!
5. Clothing (Tee Shirts, caps, jackets) advertising alcohol, drugs, tobacco products, and/or profanity is not acceptable.
6. Fraternalization with school aged students will not be tolerated.

Violation of any of the above mentioned basic rules is grounds for dismissal from the welding program without any refund.

By signing this agreement you signify that you understand and will abide by these guidelines. This page must be signed and returned to Halliday Public School by your first class period.

Signature _____ **Date** _____

Halliday Public School

Attn: Duane Hart

P.O. Box 188

Halliday, ND 58636

HALLIDAY SCHOOL SERVICES

1. Lunch Service ----- is available to you @ \$4.00 per meal at 11:20AM Let Mr. Hart know by 9:00 AM for head count to let our cook staff know.
2. Parking -- Please use the South side of the building (Shop Area) for your vehicles.
3. School Property Traffic---please drive slowly and carefully around school property.
4. Telephone Use -- our school phone number is 701-938-4391 and our phone will be answered by our building secretary, Ms. Darlene Walth from 7:00 AM to 3:30 PM daily. If there is an emergency nature to a call she will put it through to you. Messages will be taken in all other circumstances. All long distance calls must be made through the office and the payment made for the calls.
5. Tuition Payments--- the School Business Office handles all financial matters pertaining to the Welding Program. Ms. Walth is your point of contact.
6. Withdrawal from the Welding Program -- full refund of tuition will be made prior to the starting date of the program. Withdrawing during the first week of the program will refund 75% of your tuition while withdrawing during the second week we will refund 50% of the tuition. No refunds will be made after the second week of the program. Make-Up of any time missed will be arranged with Mr. Hart.
7. Personal Equipment -- you are responsible for your hood, leathers, tools, and any related personal items. Halliday Schools are not responsible for any loss, theft or damage to personal property.
8. Work Stations -- you are responsible for the daily maintenance and cleaning of your assigned work area. We ask that you help us conserve energy and materials used in the program.

Community Services

Jodeo's Café 938-3535

Cenex 938-4716

Post Office 938-4656

Union Bank 938-4311 9:00 AM - 3:30 PM

Signature _____ Date: _____