



**CARPENTRY
HANDBOOK
2023-2024**

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1 Welcome/Introduction/Program Overview

First-year students spend nine weeks in each of the four courses offered in the Construction Cluster: Welding, Carpentry, Electrical Construction, and HVAC.

Second-year students may choose to pursue certification in one of these four courses. Knowledge and skills are acquired through a variety of instructional strategies with an emphasis on the completion of major projects that require a combination of career and technical, academic, workplace, and problem solving skills.

2 Regulatory Agencies

Program Advisory Committee

3 Articulation Agreements

Triangle Tech, Rosedale Technical Institute, Pittsburgh Technical Institute, and Community College of Allegheny County - Advanced standing credit up to one-half of program courses upon passing advanced standing test at 75% or above. Tuition will be waived for any course in which the student is granted advanced standing.

Students Occupationally and Academically Ready

4 Student Requirements

Students are required to follow the rules set forth by the Carpentry instructor. This includes coming to school on time dressed to work, completing all assigned projects to the required specifications and cleaning up when work is completed.

5 Dress Code

ALL Carpentry students will be required to order a uniform from our Parkway West CTC uniform web store. You can access the Parkway West uniform web store by searching the Parkway West website at www.parkwaywest.org. Once logged onto our website, please access the Parkway West CTC uniform web store by clicking on the web store icon under links and portals. After accessing the web store, select Construction then the Carpentry Program to begin your order. First year Construction rotation students should select the First Year Cluster Program.

This uniform is to be worn at all times. The uniform consists of a red uniform shirt and unripped blue jeans worn with a belt. Hard-soled work shoes are required. Steel-toed boots

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are recommended, but not required. Work boots laces must be tied, red uniform shirts (not sleeveless) must be buttoned and pants must be zipped up. Hooded sweatshirts that are worn in the shop area must have the string removed. Safety glasses must be worn at all times when shop is in operation or on projects outside the shop. The only exception for the use of safety glasses is during break time and when students are in the theory classroom.

6 Required Supplies/Shop Equipment

Students are required to purchase the following supplies; a Parkway West combination lock purchased at the school's business office, safety glasses, work boots/shoes. Students are also required to provide basic school supplies including, but not limited to, pencils, pens, highlighters, markers, pocket folders, notebooks, ring binders, notebook paper etc.

Second and third year students are required to purchase a tool belt, 25' tape measure, speed square, and hammer.

In the event that any of these required supplies are consumed, damaged, or otherwise lost during the course of the year, it is the student's responsibility to replace them promptly.

7 Classroom Rules, Rewards and Consequences

CLASSROOM RULES

- a) Follow all instructions the first time given.
- b) Come to class on time, every day, prepared to work.
- c) Remain in class and on task unless excused by the teacher.
- d) Use appropriate language and vocal levels at all times.
- e) Treat everybody with respect.
- f) No cell phones, head phones or cameras.
- g) No food or drinks permitted in the lab.
- h) Do not go into the teachers desk or office without permission.
- i) Do not touch the stereo.
- j) Do not leave the room without permission.
- k) Lockers should have locks on them at all times.
- l) No sitting on the tables in the lab.

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8 Grading Procedures and Policies

The school-wide grading scale is as follows:

A 90 to 100

B 80 to 89

C 70 to 79

D 60 to 69

F 0 to 59

The nine week grade is made up of three portions: Theory, Practical and Daily Participation.

KNOWLEDGE/SKILLS – 80%

WORK ETHIC – 20%

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Work Ethics Evaluation Form

Student: _____ Date: _____

<i>Work Ethic characteristic</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>
<i>Attendance/Punctuality (AP)</i> Attends class on time					
<i>Behavior/Language/Safety (B)</i> Displays behavior & work ethic as would be expected in professional field Uses appropriate language Follows rules regarding cell phones, electronics, horseplay, etc. Follows individual program handbook rules Wears proper safety gear (safety glasses, boots, etc.) Demonstrates safety in classroom and shop areas.					
<i>Cleanup/Tools/Prepared for Class ©</i> Keeps work area neat, uses lockers provided Returns clean tools to appropriate area Returns supplies to appropriate area Brings necessary materials and supplies to class (pencil, notebook, etc.)					
<i>Dress Code (D)</i> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy					
<i>Participation (P)</i> Participates in class discussion and exercises Completes required projects Demonstrates a positive attitude					

Meets Expectations (2) All work ethics standards are met.

The quality of student’s work ethics performance is that of a good employee in the normal work environment.

Needs Improvement (1) Some work ethics standards were not met.

Additional training in employability skills is recommended.

Unacceptable (0) Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

9 Safety

- a) Each student will be instructed in the safe use of each tool or machine and must pass a safety test before he/she will be permitted to operate such machine.
- b) Students may operate tools or machines only when directed to do so by the instructor.
- c) Safety glasses must be worn at all times when the shop is in operation or on a project. The only exceptions are during break and in theory classes.
- d) Never energize a circuit until it is checked out and approved by the teacher.
- e) Turn off a unit any time you must leave the area.
- f) Follow safety rules at all times.
- g) No horseplay is permitted.

10 Cleanup

DAILY DUTY WORK

Clean up is the responsibility of each student. The instructor will over see all work and each student will be held accountable for reporting when clean up is completed. The senior students are responsible for assisting cluster students with the clean up procedures of each area and machine.

- a) Students must clean up work area by the end of the class period or when job assignments are completed.
- b) Students must return all tools to their appropriate location after using them.

11 Criteria For Program Completion

Certificates of Completion are issued at the end of each school year. All students who successfully complete the requirements outlined below will receive a Certificate of Completion.

CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
PROGRAMS OF STUDY	Student has not completed at least 74% of program competencies.	Student has completed at least 75% of program competencies.	Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better.
END OF PROJECT ASSESSMENT	Earned Basic on NOCTI or did not make an attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
ATTENDANCE	Student is absent 30 days or more in any one school year.	N/A	Student must meet No Child Left Behind target of 90% cumulative attendance.
HIGH SCHOOL DIPLOMA OR EQUIVALENT	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
PORTFOLIO	Incomplete Portfolio.	Completed Portfolio.	Completed Portfolio.

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Students with excessive disciplinary infractions may not be permitted to participate in the senior recognition ceremony.

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12 Miscellaneous Information

Electronic Documents and Parental/Guardian Electronic Signature Policy

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect:

Parent/Guardian Signature

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities. 18 Pa.C.S 49011

Public Notice of Non-Discrimination

It is the policy of the Parkway West Career and Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1971 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquirers regarding compliance with the above nondiscriminatory policies, contact the Director, Parkway West Career and Technology Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

The Quality Policy of Parkway West School is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.