



**HVAC/R  
HANDBOOK  
2023-2024**

<b>TABLE OF CONTENTS</b>	
<b>Welcome/Introduction/Program Overview</b>	<b>1</b>
<b>Regulatory Agencies</b>	<b>1</b>
<b>Articulation Agreements</b>	<b>1</b>
<b>Student Requirements</b>	<b>1</b>
<b>Dress Code</b>	<b>1</b>
<b>Required Supplies/Shop Equipment</b>	<b>2</b>
<b>Classroom Rules, Rewards, and Consequences</b>	<b>2</b>
<b>Grading Procedures and Policies</b>	<b>3</b>
<b>Safety</b>	<b>5</b>
<b>Cleanup</b>	<b>5</b>
<b>Criteria for Program Completion</b>	<b>6</b>
<b>Miscellaneous Information</b>	<b>7</b>

<b>Parkway West School</b>	Page 1 of 7
Program Handbook: HVAC/R	2023-2024 School Year
Instructor: Mr. Frauens	Revision Date: May 2023

## **1 Welcome/Introduction/Program Overview**

First-year students spend nine weeks in each of the four courses offered in the Construction Technology Cluster: Heating, Ventilation, Air Conditioning and Refrigeration; Carpentry; Electrical Construction and Maintenance; and Welding.

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.

## **4 Student Requirements**

Students are required to follow the rules set forth by the HVAC/R 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 students are required to purchase a school approved uniform from Parkway West. This uniform is to be worn at all times. Hard-soled work shoes are required. Steel-toed boots are recommended, but not required. Work boots laces must be tied, uniform shirts must be buttoned and uniform pants must be zipped up. 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.

<b>Parkway West School</b>	Page 2 of 7
Program Handbook: HVAC/R	2023-2024 School Year
Instructor: Mr. Frauens	Revision Date: May 2023

## 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, work boots, pencils, pens, hi-lighters, markers, pocket folders, notebooks, ring binders, notebook paper etc.

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.

Students will be required to provide/purchase the following items:

- Tool bag
- 6" Torpedo level
- 12" tape measure
- Allen key set
- 6" Diagonal cutter
- 6 in 1 Screwdriver
- Nitrile coated gloves
- 8" needle nose pliers
- 10" tongue & groove "channel locks"
- 7" wire strippers
- 8" Adjustable "crescent wrench"
- Crimping tool
- \*Wire strippers can include crimper

**\*\*Students can purchase entire set for \$65 from Parkway West. Checks should be made payable to PWCTC HVAC.**

## 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.

<b>Parkway West School</b>	<b>Page 3 of 7</b>
<b>Program Handbook: HVAC/R</b>	<b>2023-2024 School Year</b>
<b>Instructor: Mr. Frauens</b>	<b>Revision Date: May 2023</b>

- 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.

## **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%

<b>Parkway West School</b>	Page 4 of 7
Program Handbook: HVAC/R	2023-2024 School Year
Instructor: Mr. Frauens	Revision Date: May 2023

## 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>
<b>Attendance/Punctuality (AP)</b> Attends class on time					
<b>Behavior/Language /Safety(B)</b> 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.					
<b>Cleanup/Tools (C)</b> 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.)					
<b>Dress Code (D)</b> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy					
<b>Participation (P)</b> 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.

<b>Parkway West School</b>	Page 5 of 7
Program Handbook: HVAC/R	2023-2024 School Year
Instructor: Mr. Frauens	Revision Date: May 2023

## 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 their work area by the end of the class period.
- b) Students must return all tools to their appropriate location after using them.

<b>Parkway West School</b>	Page 6 of 7
Program Handbook: HVAC/R	2023-2024 School Year
Instructor: Mr. Frauens	Revision Date: May 2023

## 11 Criteria For Program Completion

### CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
<b>PROGRAMS OF STUDY</b>	Student has <b>not</b> 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.
<b>INDUSTRY CERTIFICATION</b>	Student has not attempted/passed industry certification test or program specific qualifying exam/project.	Earned industry certification or passed program qualifying exam/project with competent score status.	Earned advanced score on NOCTI or received Governor's PA Skills Certification or received multiple certifications in program.
<b>ATTENDANCE</b>	N/A	N/A	Student must meet No Child Left Behind target of 90% attendance.
<b>HIGH SCHOOL DIPLOMA OR EQUIVALENT</b>	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.

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.



<b>Parkway West School</b>	Page 7 of 7
Program Handbook: HVAC/R	2023-2024 School Year
Instructor: Mr. Frauens	Revision Date: May 2023

## 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.