



**GRAPHIC ARTS &
PRODUCTION
HANDBOOK
2023-2024**

Table of Contents

Welcome/Introduction/Program Overview	1
Regulatory Agencies	1
Articulation Agreements	1
Student Requirements	1
Dress Code	1
Required Supplies/Shop Equipment	2
Classroom Rules, Rewards, and Consequences	2
Grading Procedures and Policies	3
Safety	5
Cleanup	5
Criteria for Program Completion	6
Miscellaneous Information	7
Computer, Internet, and Local Area Network Use Policy	8

Parkway West School	Page 1 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 2023

1 **Welcome/Introduction/Program Overview**

Graphic Arts & Production Technology is an instructional Program that prepares individuals to apply technical knowledge and skills to plan, prepare and execute commercial and industrial visual image and print products using mechanical and digital graphic and printing equipment.

Students learn desktop publishing, layout, composition, digital printing and bindery as well as photography and other graphic arts techniques. Emphasis is on typographical layout and design using computer graphics, bindery, finishing, ink and color preparation. Students will also learn large format digital printing with application of a wide variety of output and vinyl applications including heat press and apparel design.

2 **Regulatory Agencies**

Occupational Advisory Committee

3 **Articulation Agreements**

State Articulation Agreement (S.O.A. R.)

4 **Student Requirements**

It is recommended that students take the following courses prior to, or concurrent with, enrolling in Digital Multimedia:

- Algebra I & II
- Geometry
- English
- General Science
- Computer Applications & Programming
- Art/ Design Class

5 **Dress Code**

All Graphic Arts & Production Technology students will be required to purchase and wear a shop uniform as well as closed-toe shoes. The uniform must be worn in the building at all times on top of their school clothes.

Parkway West School	Page 2 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 2023

6 Required Supplies/Shop Equipment

Students will be required to be prepared each day with a pencil and composition book.

7 Classroom Rules, Rewards and Consequences

Classroom Rules

- 1) Closed-toe shoes are required every day.
- 2) Food or drink is not permitted.
- 3) No cell phones or electronic devices.
- 4) Be ready to work when you enter the classroom
- 5) Listen and stay seated when someone is speaking.
- 6) Absolutely no horse play is permitted in the classroom.
- 7) Avoid foul language in the classroom.
- 8) Keep your hands and feet to yourself.

Classroom Consequences

- 1) Verbal warning.
- 2) Point deduction from daily grade.
- 3) Parents may be called.
- 4) Persistent violations will be referred to the Administration.

Classroom Rewards

- 1) Students will be permitted to earn extra credit.
- 2) Students will receive higher grades.
- 3) Students will be written Professional Letters of Recommendation upon successful completion of the program.
- 4) Students will have the skills to obtain more rewarding jobs upon successful completion of the program.

Parkway West School	Page 3 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 2023

8 Grading Procedures and Policies

Grading Information

Daily Grade – Students have the opportunity to earn 10 points every day. Students will earn those points for attendance, positive participation, and submission of assignments.

This is a project learning-based program that will include daily assignments as well as assignments that may take many days.

As per the student handbook, grades are as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	0- 59
I	Incomplete

Grade Distribution:

Knowledge/Skills – 80%

Work Ethics (Daily Grade) – 20%

CERTIFICATIONS:

- Adobe Certified Professional Visual Design using Adobe Photoshop.
- Adobe Certified Professional Print & Digital Media Publication using Adobe InDesign
- Adobe certified Professional Graphic Design & Illustration using Adobe Illustrator
- OSHA-10 General Industry

Students may qualify for 1(One) test with a retake each school year for each of the above listed certifications. In order to qualify, a student must complete the required curriculum for each test **AND** receive 2 (Two) qualifying scores on the practice test.

Parkway West School	Page 4 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 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>
<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 (C)</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.

Parkway West School	Page 5 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 2023

9 Safety

Students must pass the written and performance safety tests with a 100% before permitted to use any equipment. Students are required to wear closed-toe shoes and follow all safety rules.

10 Cleanup

Students will participate in daily and weekly clean-up assignments. Work areas and computer stations must be kept neat and failure to do so will result in a lowering of student's daily grade.

Parkway West School	Page 6 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 2023

11 Criteria for Program Completion

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

	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.

Parkway West School	Page 7 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 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.

Quality Policy

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.

Parkway West School	Page 8 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 2023

Parkway West Career & Technology Center 2010 - 2011 Computer, Internet, and Local Area Network Use Policy

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and Federal and State Law when using the School's computers, networks, and/or the Internet. Before using the School's computers, networks, or the Internet, students must sign a Network/Internet Usage Agreement. The student's parents must also sign the Network/Internet Usage Agreement to ensure that they are informed of the School's policies.

Upon satisfactory completion of the application process, students will be issued a computer network/internet access card granting them permission to use the school's computers and networks. Any violation of school policies regarding the use of computers, networks, or the

Internet may result in revocation of the computer network/Internet account and access card and/or other disciplinary actions specified in this Handbook. In addition, any computer- or network-related communications which have the potential to create a material and substantial disruption of the school's programs, whether initiated at the school, on a student's home computer, or on any other computer not on school premises, may result in disciplinary or legal action against the student.

Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purpose.
3. Use of the network for non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material, or other material which could be injurious to minors.
8. Use of web content, email, chat rooms, and newsgroups unrelated to class work.
9. Use of inappropriate language or profanity on the network.
10. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and/or pseudonyms.

Parkway West School	Page 9 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 2023

12. Use of the network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Use of the network to disrupt the work of other users.
15. Destruction, modification, or abuse of network hardware or software.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. Accessing or attempting to access unauthorized resources.
18. Disrupting or excessively annoying other computer systems by flooding, "spamming", "spoofing", excessive "pinging", or other techniques.
19. Connection of any unauthorized device or equipment.

Internet and Local Area Network Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal files. To protect the integrity of the system, the following guidelines apply:

1. Students shall not reveal their passwords to another individual.
2. Students are not to use a computer logged onto the network by another user. Students may be assigned to use only a particular computer, in which case they should only use that computer unless otherwise authorized.
3. Use of any other student or a teacher's login is prohibited.
4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Student network accounts and computer storage media, whether connected to or not connected to the network, are considered to be public information. Student network accounts and storage media are subject to inspection by teachers, network administrators, and school administrators at any time, for any reason, and without prior notice.

Information entered, copied, uploaded or downloaded to the network or computer storage media by students is not private. Logs and journals of all computer activity, network and disk access may be kept and reviewed by the School. Students who are found to have obtained, placed, or sent inappropriate, vulgar, offensive, or obscene messages, images, sounds, or any other form of information on the network, or on any computer media connected to or not connected to the network, are subject to disciplinary actions defined in this Handbook.

Parkway West School	Page 10 of 10
Program Handbook: Graphic Arts & Production Technology	2023-2024 School Year
Instructor: Mrs. Zelina	Revision Date: April 2023

Internet and Local Area Network Safety

To the extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. The School's Internet access is actively filtered to block content that is inappropriate or offensive. However, no guarantee can be made that a filtering system will screen all inappropriate content. Students will be held responsible for any access or attempt to access inappropriate material. Any network user who receives offensive, threatening or unwelcome communications shall immediately bring them to the attention of a teacher or an administrator.

Network users should not reveal personal addresses or telephone numbers to other users on the network. At no time will any student be permitted to divulge personal information about any student via Internet web pages, email, or any other technology.

Consequences for Inappropriate or Unauthorized Use

The network user shall be responsible for damage to equipment, systems, and/or software resulting from deliberate or willful acts.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, and/or theft of services may be reported to law enforcement agencies for possible investigation and prosecution.

General rules for behavior and communications apply when using the network, in addition to the stipulations of this policy. Inappropriate use may result in cancellation of access privileges and/or other disciplinary actions.

Vandalism may result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or the network. This includes, but is not limited to: the uploading, downloading, or creation of any computer viruses; denial of service attacks; or exploitation of security breaches.