

Parkway West
Career & Technology Center



Electrical Systems Technology
Handbook
2024-2025

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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 Technology Cluster: Heating, Ventilation, Air Conditioning and Refrigeration, Building Construction Technology, Welding, and Electrical Systems Technology.

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

2 **Regulatory Agencies**

Program Advisory Committee

3 **Articulation Agreements**

Students Occupationally and Academically Ready

4 **Student Requirements**

Refer to Student Handbook.

5 **Dress Code**

ALL Electrical Systems Technology students will be required to order a uniform from the 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 the Construction Cluster tab and then the Electrical Systems Technology Program to begin your order. **First year Construction Rotation Students** should select the First Year Cluster Program to begin your order. Work boots are also required and should be purchased separately.

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6 Required Supplies/Shop Equipment

Students who enroll in a career & technology program at Parkway West CTC are required to provide certain uniforms and/or safety equipment needed for full participation in their program. These items remain the property of the student and may be taken home at the end of the school year. Required items for the Electrical Systems Technology Program are listed below.

The required items for the Electrical Systems Technology Program are:

Safety glasses purchased from the school's Business Office.

Leather work shoes

Uniform

Students are also required to provide basic school supplies including, but not limited to, pencils, pens, hi-liters, markers, pocket folders, notebooks, ring binders, notebook paper, etc. In most cases, the total cost of these items will not exceed \$20.00 for the entire school year. Students who enroll in an academic class at Parkway West CTC may need to purchase additional school supplies for those classes.

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 and Shop Rules:

These rules must be obeyed at all times. The purpose of these rules is to protect and assure the safety and welfare of all students.

The rules are:

1. Students are to follow teacher's directions the first time given.
2. Students are to remain in class and on task unless excused by the teacher. No one is permitted in the hall without a pass during class time.
3. Students are to use appropriate language and vocal level at all times.

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4. Students are to come to class on time every day prepared to work with:
 - Pencils or pens
 - Three-ring binder
 - Safety glasses
 - Work shoes
5. Students are expected to wear the appropriate safety equipment and clothing when needed.
6. Uniforms, work shoes, and safety glasses must be work in the shop area.
7. Students are not permitted in the instructor's office at any time.
8. Only one student is permitted in the restroom at any given time.
9. Students are not permitted to use shop equipment unless given permission by the instructor.
10. No food or drink is allowed in the shop area.
11. Show proper respect to instructor and aides.
12. No hats/hoods are to be worn inside school buildings.
13. NO CELL PHONES/ELECTRONIC DEVICES
14. Change into uniforms at the beginning of shop.
15. Tools are signed in/out and verified by a numbering system.
16. All students are responsible for the tools signed in/out each day.
17. Students are to remain in the shop until the end of the session.
18. Students are **NOT** permitted to work on an energized circuit.
19. Students must follow all of the proper lock out/tag out procedures.
20. No jewelry of any kind.
21. *Parkway West recommends that ALL personal electronic devices be stored in the students' lockers. Parkway West is NOT responsible for any lost or stolen personal electronic devices.*

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Rewards and Consequences:

Classroom consequences:

1. Verbal warning.
2. Written warning in file.
3. Additional shop duties and/or loss of shop privileges.
4. Phone call to parent or guardian.
5. Referral to administration.

Classroom Rewards:

1. Daily vending machine break.
2. Food service order when available.
3. Proficiency report and/or positive phone call to parent or guardian.
4. Nomination for Student of the Month.
5. Co-op opportunities.

Students must meet the following Criteria to participate in field trips and extracurricular sessions:

- Grades
 - Maintain a B or better grade in the EST Program
 - Maintain a C or better grade average in all other subjects.
- Attendance
 - Cannot exceed 10 days of absence without a written doctor's excuse
- Discipline
 - Have zero disciplinary infractions

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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 79 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 (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.

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9 Safety

MSDS

Fire drills

Shop safety

Evacuation route

General Student Safety Contract

Safety Rules:

Use shop only when directed by the teacher.

When working with chemicals without checking labels carefully and use only when directed by the teacher.

Broken glass is disposed of in appropriate designated containers.

Report any accident, incident, or unsafe situation to the teacher.

Confine long hair and confine loose clothing whenever working with equipment, flame, or chemicals.

Wash hands before leaving shop.

Locate and demonstrate proper use of the following equipment:

- Fire extinguisher
- Eye protective devices (goggles, face shields)
- Eyewash
- Chemical dispensing containers
- Material Safety Data Sheets (MSDS)
- Emergency Stop Device
- First-aid kit
- Electrical Equipment
- Emergency telephone listing & location

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Safety procedures for the following situations:

- Fire
- Chemical splash to the body
- Eye emergency
- Chemical Spill

Response To Student Violations of Rules

- First Offense: Verbal warning from teacher; record kept of the infraction.
- Second Offense: review of rule involved; phone call to parents/guardian and student sign agreement that the rule is understood and will be followed.
- Third Offense: Suspension from class for one week pending successful conference with parents/guardian, teacher and principal.
- Fourth Offense: Possible re-assignment to home school.

10 **Cleanup**

Shop Clean-Up:

Students are responsible for cleaning up their own work area.

Sweep and deposit all debris.

Shovels and brooms are kept in their designated areas.

Daily grade will be reduced if area is not clean.

All tools are to be returned to the tool room at the end of each session.

After grades are given on a project, each project must be dismantled.

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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.

CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
PROGRAMS OF STUDY (POS)	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 score 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.

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Parkway West CTC does not discriminate on the basis of sex and further prohibits discrimination in its all education programs and activities operated by the CTC, including its admission and employment practices as required by Title IX.

Inquiries regarding the application of Title IX and its implementing regulations may be made to the CTC's Title IX Coordinator, or the Office of Civil Rights, or both.

The Title IX Coordinator is: Dr. Darby Copeland, Executive Director. He may be contacted at:

7101 Steubenville Pike
Oakdale, PA 15071
copeland@parkwaywest.org
412/923-1772 ext. *112

A copy of the Nondiscrimination Policy and Grievance procedures may be found on the District's Publicly Accessible website at: www.parkwaywest.org.

Any information regarding conduct that may constitute sex discrimination under Title IX, as well as complaints of sex discrimination under Title IX may be reported to Dr. Darby Copeland, via the contact information provided above.