Dear Parent/Guardian, July 2026

My name is Michael Barnes, and I am your child's HVAC instructor this school year. I have been in the HVAC industry for over 20 years. I have performed all aspects of the trade, from install to service to sales. I have worked in both the residential and light commercial settings and in a multi-facility setting. I look forward to sharing my knowledge with the students. As part of my evolving classroom policy, I am requiring that each of my students share with their parents or guardians, the information they have recently received concerning the expectations for their performance in my class. I ask that you review the requirements and then, along with your child, sign the attached acknowledgment form.

The system to determine grades will be conducted in three areas: **Theory work, lab work** and **participation. Theory work** is information given to the students by the instructor. This is the information deemed necessary to fully comprehend any job the student may encounter. The theory grade is worth 20% of the student's overall grade. **Lab work** is the area in which the student will apply what he/she has learned in the theory part of instruction. Evaluation is based on skills, competencies, projects, procedures, safety, and equipment used. Lab work is worth 40% of the student's overall grade. **Participation** is taking part in the class. It is not only answering when being called on or reading for example but actively participating in discussion and offering help to others in theory and lab. It also includes being prepared to gain knowledge, skills, and a positive attitude. Participation is worth 40% of the student's overall grade.

The following percentage scale will be used:

- 100 – 90 = A
- 89 – 80 = B
- 79 – 70 = C
- 69 – 60 = D
- Below 60 = E or failing

HVAC students will need to order a work shirt, this can be done at https://www.butlertec.us/family-hub/student-uniforms. Safety glasses and leather work boots are also required for the class. Safety glasses must be clear and cannot be mirrored or shaded. Safety glasses are required by Pennsylvania Law, Act No. 116 of 1965.

Sincerely,



Mr. Michael R. Barnes
HVAC Instructor

# Acknowledgment Form

We, the undersigned, acknowledge that we have reviewed and understand the expectations of Mr. Barnes's HVAC class. Additionally, we understand the rules the students must follow and will obtain the proper uniform shirt. This shirt must be kept clean also.

_____

_____ (Student name)

_____ (Signature of student)

_____ (Signature of parent/guardian)